

COMMITTEE ON COMMUNITY IMPROVEMENT

March 01, 2021

5:00 p.m.

Chairman Cavanaugh called the meeting to order.

Matthew Normand, City Clerk, stated due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Committee is authorized to meet electronically.

The Clerk called the roll.

Present: Aldermen Cavanaugh, O'Neil, Sapienza, Porter

Absent: Alderman Roy

Messrs.: K. Clarke, T. Fleming

4. Communication from Alderman Terrio regarding the installation of a traffic light at the intersection of Cilley Road and Jewett Street.

Alderman O'Neil moved to refer this item to the FY22 budget process. Alderman Sapienza duly seconded the motion.

Alderman Sapienza stated I would like to hear from the Traffic Department about the need for that light. I go through that intersection quite a bit and I have some concerns about putting a light there.

Kristen Clarke, Traffic Engineer, stated we did conduct a traffic signal warrant analysis for this intersection in February 2018. We did traffic counts, collected accident history and looked at pedestrian volumes going to the school. We found

that it did meet two of the nine signal warrant criteria. One of them was for four hour volume and that was met from 7 AM until 8 AM during school drop-off times and from 2-6 PM. School pick up through the rush hour met that warrant criteria. The other warrant that it met was the crash history warrant which requires five or more crashes in a 12 month period that could be improved with the addition of a traffic light. We did a thorough investigation of all the accident reports. A lot of people were saying that they just didn't know whose turn it was and not that they didn't see the sign or know that the sign was there. We did recommend some interim improvements such as some signage and striping improvements like writing "Stop" on the ground but it hasn't helped reduced the crash likelihood at all. Given that people are saying they just didn't know whose turn it was, there is no degree of signage that can help us much further. So a traffic signal is warranted at that location and we have included on the DPW CIP request for the last two years. It is still on there this year and we intend to keep it there until it gets funded.

Alderman Porter stated my concern would be does a traffic light reduce the number of crashes because just west of that down on Cilley and South Beech there is a traffic light and some of those crashes have been horrific including rollovers. I am just wondering if a traffic light at this intersection will help reduce the number of crashes. Is there any way to determine that?

Ms. Clarke answered in general we look at the type of crashes and a lot of them were left turns into someone going straight or there were a lot of right angle crashes which means that someone from eastbound and northbound went at the same time. So those types of crashes are susceptible to improvement by a traffic signal. To know for certain that it would happen, I can't say. Part of the problem at Cilley and Beech is the close proximity of those signals down on South Willow as well. People claim they saw the green but it was at the light ahead of them.

That is part of the problem there. We have put louvers to try to make it so the lights at South Willow you can't see as well until you get closer to the intersection but that seemed to be the cause for most of the crashes there.

Alderman Porter what is the cost to install these. I am curious.

Ms. Clarke replied it is \$150,000 to \$200,000 depending on whether there is a need to interconnect it with the signals at Taylor and Porter because they are relatively close together. If we want to try to time it so we can keep green progression on Cilley Road we would do a closer analysis to determine the need for that. The \$200,000 would include that additional technology.

Chairman Cavanaugh called for a vote. *The motion carried on a unanimous roll call vote.*

5. Summary of abatement requests submitted by Fred McNeill, Chief Engineer.

Alderman Porter moved to approve. ***Alderman Sapienza*** duly seconded the motion. *Chairman Cavanaugh called for a vote. Aldermen Cavanaugh, Sapienza and Porter voted yea. Alderman O'Neil voted nay. The motion carried.*

6. Amending resolution and budget authorizations providing for the transfer and expenditure of funds in the amount of \$14,373.86 from CIP 710018 Annual ROW Road Reconstruction to CIP 710021 Annual ROW Roadway Rehabilitation.

Alderman O'Neil moved to approve. ***Alderman Sapienza*** duly seconded the motion. *Chairman Cavanaugh called for a vote. The motion carried on a unanimous roll call vote.*

7. Amending resolution and budget authorizations providing for the transfer and expenditure of funds in the amount of \$247,221.84 from CIP 711518 FY18 Residential 50/50 Sidewalk Program and 712820 50/50 Residential Curbing/Sidewalk to CIP 712121 50/50 Residential Curbing/Sidewalk Program.

Alderman O'Neil moved to approve. Alderman Sapienza duly seconded the motion. Chairman Cavanaugh called for a vote. The motion carried on a unanimous roll call vote.

8. Amending resolution and budget authorizations providing for the transfer and expenditure of funds in the amount of \$21,806.72 from CIP 711618 FY18 Roadway Improvements to 712421 FY21 Roadway Improvements.

Alderman Sapienza moved to approve. Alderman Porter duly seconded the motion. Chairman Cavanaugh called for a vote. The motion carried on a unanimous roll call vote.

9. Amending resolution and budget authorizations providing for the transfer and expenditure of funds in the amount of \$30,799 from CIP 811621 CARES Act Support Fund-Public Service/Capital Improvements and 812321 CARES Act Support Fund-CDBG-CV3 to CIP 811521 Small Business Assistance Program.

Alderman Sapienza moved to approve. Alderman O'Neil duly seconded the motion. Chairman Cavanaugh called for a vote. The motion carried on a unanimous roll call vote.

10. Communication from Jean Fortier, Director of Information Services, requesting a line item transfer of \$29,063 from Other to Salary for CIP 810117 Police Records Management System Replacement.

Alderman O'Neil moved to approve. Alderman Porter duly seconded the motion. Chairman Cavanaugh called for a vote. The motion carried on a unanimous roll call vote.

11. Communication from Kristen Clarke, Traffic Engineer, requesting approval to apply for NH DOT Transportation Improvement Program Funding (TAP4) for Canal Street Improvements.

Alderman O'Neil moved to approve. Alderman Porter duly seconded the motion.

Alderman O'Neil stated what is proposed is pretty interesting. I get traffic calming out of it but why add the additional parking? What is the thought there?

Ms. Clarke answered in general we were thinking that reducing it to one lane in each direction would help slow down traffic. We did some initial speed studies to try to get some speed and volume on Canal Street. We are averaging 34-36 mph and the 85th percentile is over 40 mph in both directions. In order to help slow down traffic...if we were to get this grant we can't have predetermined design going into it because of the NEPA guidelines. We would have to start with an alternatives analysis but the concept that we showed in order to budget how much we think it would cost showed a mixed use bike and pedestrian path on the west side of Canal and parking on the east side. There are always complaints about the lack of parking in the millyard and difficulty finding parking downtown so we thought that might gap the bridge in being able to provide extra parking that is walkable to downtown and the millyard.

Alderman O'Neil stated my observation, because I use it quite a bit if I am downtown, is what about volume northbound. We are not just talking the peaks because there can be volume with people in the right lane to get to the Amoskeag

Bridge from many blocks and the left lane to go north up on Canal to River Road. What is the thought about the volume if you drop it down to one lane?

Ms. Clarke responded because it is the right lane that we would be getting rid of in general, all the left turn pockets would still be at all of the intersections and where we have heavier volumes in the right lane, we would pull back parking and have a short right turn as well and be able to accommodate everything. We have taken a look at volumes out there and don't have significant concern. They are a little higher in the PM peak hour. We have taken a look at how Covid has impacted the volumes on Canal Street and they are almost back to pre-Covid volumes but spread out a little more throughout the day. The AM peak hasn't recovered quite as fast. In general, it would definitely be studied in more detail if we were to win the grant but we haven't seen any red flags to make us think that it can't work.

Chairman Cavanaugh called for a vote. *The motion carried on a unanimous roll call vote.*

12. Communication from Mayor Joyce Craig requesting authorization for the Planning & Community Development Department to apply for an Economic Adjustment Assistance Program grant from the Economic Development Administration in partnership with DEKA and ARMI.

City Clerk Normand stated there was a request to push this forward to the next CIP meeting. There is no need for any action.

13. Communication from Leon LaFreniere, Planning & Community Development Director, requesting a project extension for CIP 610919 Homeless Prevention/Rapid Rehousing to 6/30/2021.

Alderman O'Neil moved to approve. ***Alderman Porter*** duly seconded the motion.

Alderman Porter asked can somebody explain why the extension is necessary.
What is the hold up?

Todd Fleming, CIP, stated that was old money that we needed to spend and it went to The Way Home at the last meeting. The project was expired so we are now extending it so the money can be spent. We already received an invoice for it.

***Chairman Cavanaugh** called for a vote. The motion carried on a unanimous roll call vote.*

14. Communication from the property owner of 1015 Elm Street requesting subordination of a City lien in the amount of \$438,000.

***Alderman O'Neil** moved to approve. **Alderman Cavanaugh** duly seconded the motion.*

Alderman Porter asked do we know if they are pulling out more money than what was owed on their original loan.

City Clerk Normand stated I believe somebody representing the property owner is on the call, Mr. van Zanten.

Mr. van Zanten stated no there is no money being pulled out as part of this loan and in fact money is going to have to be paid to the bank in order to have the loan processed.

Alderman Porter asked so we will slide back into second position once it is refinanced.

Mr. van Zanten replied correct.

Chairman Cavanaugh called for a vote. The motion carried on a unanimous roll call vote.

There being no further business, **Alderman Porter** moved to adjourn. **Alderman O'Neil** duly seconded the motion. Chairman Cavanaugh called for a vote. The motion carried on a unanimous roll call vote.

A True Record. Attest.

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is fluid and cursive, with a long horizontal stroke at the end.

Clerk of Committee



CITY OF MANCHESTER
Board of Aldermen

MEMORANDUM

To: Kevin Cavanaugh, Chairman of Committee on Community Improvement
Members, Committee on Community Improvement

From: Alderman Ross Terrio *LM for RT*

Date: February 1, 2021

Re: Traffic Light Request – Intersection of Cilley Road and Jewett Street

The intersection of Cilley Road and Jewett Street is heavily travelled and presently controlled by stop signs only. The City of Manchester has determined that the intersection should have traffic lights.

I am requesting that this request be put on the CIP list and installed when funding becomes available.

Thank you for your consideration.

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

CITY OF MANCHESTER
Department of Public Works
Environmental Protection Division

Memo

Date: 2/11/2021 21-041
To: CIP Committee
Cc: Lisa Hynes – EPD
Matthew Normand – City Clerks Office
From: Frederick McNeill *FJM*
RE: EPD Abatement Requests

The attached tables summarize the 25 sewer abatements reviewed by the Highway Commission in January 2021.

Backup documentation for these sewer abatement requests is on file with the City Clerk's office. The electronic version of this request will be forwarded to you as well as the City Clerk's office.

Please let me know if you need any additional information.

Summary of Abatement Requests
January 6, 2021 to Highway Commission
February 11, 2021 to CIP/City Clerk

Highway Commission

Number	Customer Acct #	Customer	Property Address	Abatement Request Rec'd	Request Reason	EPD Recommendation	Justification	Abatement Amount	Recommendation
1	14195-9244	Makarawicz	173 Jewett St	06/12/20	toilet leak	Grant	above 250% threshold -94%	1,548.69	Grant
2	29577-20412	Waszecki	736 Hevey St.	07/29/20	kitchen sink, toilet leak	Deny	below 250% threshold -233%	0.00	Deny
3	160059-20404	Puchacz	696 Hevey St.	08/03/20	toilet leak	Grant	above 250% threshold -345%	292.41	Grant
4	61639-43416	Sheridan Revoc Tr.	188 Sherwood Dr.	08/07/20	kitchen sink, toilet and tub leaks	Deny	below 250% threshold -170%	0.00	Deny
5	49675-35060	Taube	206 Kearney St.	08/17/20	unknown	Deny	below 250% threshold -202%	0.00	Deny
6	184547-32124	Howell	40 Hillcrest Ave.	08/18/20	toilet leak	Grant	above 250% threshold -547%	241.87	Grant
7	3705-2396	Beaudoin	70 Orange St.	08/29/20	kitchen sink, toilet and tub leaks	Grant	above 250% threshold -328%	328.51	Grant
8	188891-2552	Guersonde	214 Bell St.	09/06/19	toilet leak	Grant	above 250% threshold -307%	603.78	Grant
9	179985-61384	Wang	112 Roycraft Rd.	09/10/20	toilet leak	Grant	above 250% threshold -1589%	1,451.22	Grant
10	27511-18430	Blazon	578 Dubuque St.	09/14/20	toilet leak	Grant	above 250% threshold -358%	335.73	Grant
11	177233-32724	Insalaco	20 W. Elmwood Ave	09/15/20	toilet leak	Grant	above 250% threshold -2070%	711.17	Grant
12	43395-30936	Gosselin	200 Purdue St.	09/21/20	Frozen water pipe in Jan 20	Grant	above 250% threshold -590%	371.83	Grant
13	88575-65996	Conroy	567 Central St.	09/29/20	outside water usage new/sod	Deny	Not an "Extraordinary Event"	0.00	Deny
14	176749-11980	Pernaw	2125 Elm St.	09/30/20	Irrigation leak	Grant	above 250% threshold -630%	823.08	Grant
15	132639-1100	Damon	568 Beech St.	10/01/20	running toilet	Deny	below 250% threshold -155%	0.00	Deny
16	187207-15880	Bunnell	130 Arizona St.	10/05/20	toilet leak	Grant	above 250% threshold -750%	610.09	Grant
17	80249-60940	Kiernan	88 Irwin Dr.	10/06/20	fill control valve malfunction	Grant	above 250% threshold -394%	371.83	Grant
18	161365-62284	Brown	246 Blevens Dr.	10/07/20	Deduct meter broke -replaced	Deny	below 250% threshold -221%	0.00	Deny
19	32757-22376	Garos	990 Union St.	10/09/20	unknown	Grant	above 250% threshold -510%	1,241.84	Grant
20	11373-7372	Kelley	316 Merrimack St.	10/15/20	hot water tank leaking	Grant	above 250% threshold -425%	140.79	Grant
21	189053-39214	Begley	489 Blevens Dr.	10/16/20	irrigation leak	Grant	above 250% threshold -320%	119.13	Grant
22	181669-18392	Patti	616 Rimmon St.	10/22/20	toilet leak	Deny	Rec'd after 90 day threshold	0.00	Deny
23	16985-65932	Dau	397-399 Spruce St.	11/05/20	toilet leak	Deny	below 250% threshold -150%	0.00	Deny
24	29577-20412	Basinow	285-287 Bridge St.	11/13/20	hot water tank	Grant	above 250% threshold -374%	920.55	Grant
25	196559-3754	Nguyen	243 Lake Ave	11/16/20	hot water line	Grant	above 250% threshold -259%	1,140.76	Grant

Total Abatements \$11,253.28

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 6/12/2020

Customer Name: Makarawicz

Account #: 14195-9244

Property Address: 173 Jewett St

Reason for
Request: toilet leak

Service Dates: 3/10/20-6/8/20-9/8/20

Bill Date: 4/22/20 & 10/17/20

Consumption: 477 ccf

% Increase
from Average: 994%

Average
Consumption: 48 ccf

Based on: 5 year average

Difference: 429 ccf

Other Comments: _____

EPD
Recommendation: Grant - Abatement exceeds the 250% threshold

Approve 1/6/21

Abatement Total: 429 ccf at \$ 3.61 \$ 1,548.69

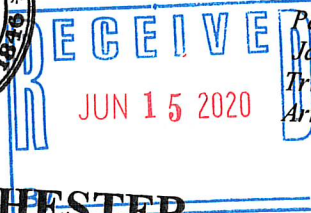
Highway
Recommendation: Grant

Date: 1-15-21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Ma Karawicz Family Rev TR.

Address: C/O William Makarawicz 105 Pelham Road
Hudson (Street) NH (Unit)
(City) (State) (Zip)
Phone Number: 603-882-1277
Customer Account Number: 14195-9244

Address of Property for which Abatement is Requested:
173 Jewett St
Manchester (Street) NH (Unit)
(City) (State) (Zip)
03103-2807

Billing Period: 3-10-20 6-8-20

Amount of Abatement Request: 1093.83

Reason for Abatement Request: Toilet Leak

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

☐ Yes ☒ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

William Makarawicz
(Signature)

June 12 2020
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 7/29/2020

Customer Name: Waszeciak

Account #: 29577-20412

Property Address: 736 Hevey St.

Reason for
Request: Kitchen sink, toilet leaks

Service Dates: 4/13/20-7/13/20

Bill Date: 5/27/2020

Consumption: 105 ccf

% Increase
from Average: 239%

Average
Consumption: 44 ccf

Based on: 5 year average

Difference: 61 ccf

Other Comments: _____

EPD
Recommendation: Deny - Abatement does not exceed the 250% threshold

Deny J McNeil

Abatement Total: 0 ccf at \$ 3.61 \$ -

Highway
Recommendation: *Deny*

Date: 1-15-21

Kevin A. Sheppard, P.E.
Public Works Director

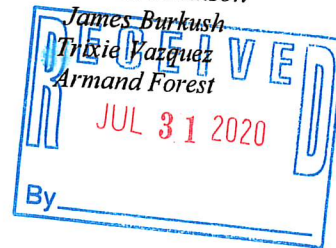
Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson

James Burkush
Therese Marquez
Armand Forest



CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: John C. Waszerciak

Address: 736 Hevey Street

Manchester (City) NH (State) 03102-3116 (Unit)
(Zip)

Phone Number: 603-647-2789

Customer Account Number: 29577-20412

Address of Property for which Abatement is Requested: 736 Hevey Street

Manchester (City) NH (State) 03102-3116 (Unit)
(Zip)

Billing Period: 4-13-20 7-13-20

Amount of Abatement Request: 274.36

Reason for Abatement Request: Sink Faucet Leak & Toilet Leak

ANY SAVINGS WOULD BE APPRECIATED

THANK YOU
If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

Yes ☒ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

[Signature]
(Signature)

7-29-2020
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

✓

Date Received: 8/3/2020

Customer Name: Puchacz Account #: 160059-20404

Property Address: 696 Hevey St

Reason for Request: toilet leak

Service Dates: 4/13/20-7/13/20 Bill Date: 8/26/2020

Consumption: 114 ccf % Increase from Average: 345%

Average Consumption: 33 ccf Based on: 5 year average

Difference: 81 ccf

Other Comments: _____

EPD Recommendation: Grant - Abatement exceeds the 250% threshold

Abatement Total: 81 ccf at \$ 3.61 \$ 292.41

Highway Recommendation: Grant Date: 1-15-21

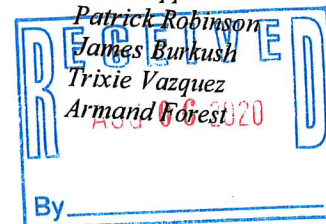
Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



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Toni Pappas
Patrick Robinson
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Trixie Vazquez
Armand Forest



CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: John M. Pachac 2

Address: 103 Brennan Street

Manchester (City) NH (State) 03109-4714 (Unit) (Zip)

Phone Number: 603-315-6169

Customer Account Number: 160059-20404

Address of Property for which Abatement is Requested:
696 Hovey Street

Manchester (City) NH (State) 03102-3116 (Unit) (Zip)

Billing Period: 4-13-20 7-13-20

Amount of Abatement Request: 277.97

Reason for Abatement Request: Toilet leak

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

Yes ☒ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

[Signature]
(Signature)

8/3/20
(Date)

300 Winston Street • Manchester, New Hampshire 03103 • (603) 624-6595 • FAX: (603) 628-6234
E-mail: EPD@manchesternh.gov • Website: www.manchesternh.gov

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 8/7/2020

Customer Name: Sheridan Revoc Trust

Account #: 61639-43416

Property Address: 188 Sherwood Dr

Reason for
Request: Kitchen sink, toilet and tub leaks

Service Dates: 3/23/20-6/23/20

Bill Date: 8/5/2020

Consumption: 39 ccf

% Increase
from Average: 170%

Average
Consumption: 23 ccf

Based on: 5 year average

Difference: 16 ccf

Other Comments: _____

EPD
Recommendation: Deny - Abatement does not exceed the 250% threshold

Deny JF McNeill

Abatement Total: 0 ccf at \$ 3.61 \$ -

Highway
Recommendation: Deny

Date: 1-15-21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Ann Sheridan Revoc Trust

Address: 188 Sherwood Dr.
(Street)

Manchester (City) NH (State) 03103-0117 (Unit)

Phone Number: 603-622-0355 (Zip)

Customer Account Number: 6639-43416

Address of Property for which Abatement is Requested:

188 Sherwood Drive
(Street)

Manchester (City) NH (State) 03103 (Unit)

Billing Period: 3-23-20 6-23-20 (Zip)

Amount of Abatement Request: 101.88

Reason for Abatement Request: Back Yard Faucet leak

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

Yes ☒ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

[Signature]
(Signature)

8/17/20
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 8/17/2020

Customer Name: Taube

Account #: 49675-35060
Combine Billing

Property Address: 206 Kearney St

Reason for Request: unknown

Service Dates: 5/11/20-8/10/20

Bill Date: 9/16/2020

Consumption: 113 ccf

% Increase from Average: 202%

Average Consumption: 56 ccf

Based on: 5 year average

Difference: 57 ccf

Other Comments: _____

EPD Recommendation: Deny - Abatement does not exceed the 250% threshold

Deny FJ McNeill

Abatement Total: _____ ccf at \$ 3.61 \$ -

Highway Recommendation: Deny

Date: 1-15-21

Kevin A. Sheppard, P.E.
Public Works Director

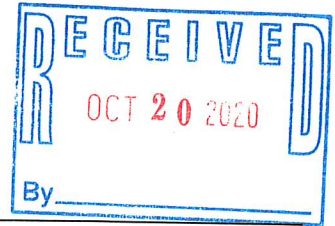
Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

CITY OF MANCHESTER
Sewer Fee Abatement Request Form



Name: Deanne Irving Taub
Address: 206 Kearney Street (Street)
Manchester, N.H. (City) 03104 (Unit)
Phone Number: 603-623-4182 (Zip)
Customer Account Number: 49675-35060

Address of Property for which Abatement is Requested:
206 Kearney Street (Street)
Manchester, N.H. (City) 03104 (Unit)
(State) (Zip)

Billing Period: 5-11-2020 - 8-10-2020

Amount of Abatement Request: Bill was \$650.35

Reason for Abatement Request: Was shocked when received bill.
Water company sent someone to check pipes.
He thought maybe toilet was leaking, the no water
or gurgling. Had plumber check it out, he replaced flapper.
If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.
There was no event. Can't imagine why
toilet would cause such a huge bill.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.
☐ Yes ☒ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Deanne Taub
(Signature)

8-17-2020
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 8/18/2020

Customer Name: Howell

Account #: 184547-32124

Property Address: 40 Hillcrest Ave

Reason for Request: Toilet leak

Service Dates: 3/30/20-6/30/20

Bill Date: 8/12/2020

Consumption: 82 ccf

% Increase from Average: 547%

Average Consumption: 15 ccf

Based on: 10 quarter average
limited history

Difference: 67 ccf

Other Comments: _____

EPD Recommendation: Grant - Abatement exceeds the 250% threshold

Approved J McNeill

Abatement Total: 67 ccf at \$ 3.61 \$ 241.87

Highway Recommendation: Approved

Date: 1-15-21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

CITY OF MANCHESTER
Sewer Fee Abatement Request Form

Name: Jodi Howell

Address: 40 Hillcrest Ave
Manchester (Street) NH (City) 03103-6419 (Unit) (Zip)

Phone Number: 603-921-0725 (State)

Customer Account Number: 184547-32124

Address of Property for which Abatement is Requested:
40 Hillcrest Ave
Manchester (Street) NH (City) 03103-6419 (Unit) (Zip)

Billing Period: 3-30-20 6-30-20

Amount of Abatement Request: 241.87

Reason for Abatement Request: Toilet Leak

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

Yes No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

[Signature]
(Signature)

8/18/2020
(Date)

300 Winston Street • Manchester, New Hampshire 03103 • (603) 624-6595 • FAX: (603) 628-5234
E-mail: EPD@manchester-nh.gov • Website: www.manchester-nh.gov

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 8/29/2020

Customer Name: Beaudoin

Account #: 3705-2396

Property Address: 70 Orange St

Reason for Request: Kitchen sink, toilet and tub leaks

Service Dates: 5/18/20-8/19/20

Bill Date: 9/25/2019

Consumption: 131 ccf

% Increase from Average: 328%

Average Consumption: 40 ccf

Based on: 5 year average

Difference: 91 ccf

Other Comments: _____

EPD Recommendation: Grant - Abatement exceeds the 250% threshold

Approved F McNeill

Abatement Total: 91 ccf at \$ 3.61 \$ 328.51

Highway Recommendation: Approved

Date: 1-15-21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

CITY OF MANCHESTER
Sewer Fee Abatement Request Form

SEP - 2 2020

Name: George Beaudoin
Address: 3884 Brown Ave
Manchester (Street) NH (State) 03103-7009 (Unit)
Phone Number: 603-661-7000 (Zip)

Customer Account Number: 3705-2396

Address of Property for which Abatement is Requested:

70 Orange Street
Manchester (Street) NH (State) 03104-6060 (Unit)
(City) (Zip)

Billing Period: 5-18-20 8-19-20

Amount of Abatement Request: 321.29

Reason for Abatement Request: Kitchen sink leak, toilet leak, tub leaks

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

☐ Yes ☒ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

[Signature]
(Signature)

8/29/20
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 5/22/19 & 9/6/19

Customer Name: Guersonde

Account #: 188691-2552

Property Address: 214 Bell St.

Reason for
Request: toilet leak

Service Dates: 12/24/18-3/25/19-6/26/19

Bill Date: 5/8/19 & 8/7/19

Consumption: 258 ccf

% Increase
from Average: 307%

Average
Consumption: 84 ccf

Based on: 5 year average

Difference: 174 ccf

Other Comments: _____

EPD
Recommendation: Grant - Abatement exceeds the 250% threshold

Approved JF McNeill

Abatement Total: 174 ccf at \$ 3.47 \$ 603.78

Highway
Recommendation: Grant

Date: 1-18-21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Raymond Hebert
Harold Sullivan
Robert R. Rivard
Rick Rothwell
Bill Skouteris

CITY OF MANCHESTER
Sewer Fee Abatement Request Form

SEP 12 2019

Name: Guersonde DENIS

Address: 214 Bell street
(Street)

Manchester NH 03103
(City) (State) (Zip)

Phone Number: (603) 820-2956
(Zip)

Customer Account Number: 188691-2552

Address of Property for which Abatement is Requested:

214 Bell street
(Street)

Manchester NH 03103
(City) (State) (Zip)

Billing Period: 3-25-19 to 6-26-19

Amount of Abatement Request: 315.00

Reason for Abatement Request: Toilet leak

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

Yes X No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

(Signature)

(Date)

300 Winston Street • Manchester, New Hampshire 03103 • (603) 624-6595 • FAX: (603) 628-6234
E-mail: EPD@manchesternh.gov • Website: www.manchesternh.gov

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 9/10/2020

Customer Name: Wang

Account #: 179985-61384

Property Address: 112 Roycraft Rd

Reason for
Request: toilet leak

Service Dates: 5/26/20-8/2620

Bill Date: 10/7/2020

Consumption: 429 ccf

% Increase
from Average: 1589%

Average
Consumption: 27 ccf

Based on: 5 year average

Difference: 402 ccf

Other Comments: _____

EPD
Recommendation: Grant - Abatement exceeds the 250% threshold

Approved J McNeill

Abatement Total: 402 ccf at \$ 3.61 \$ 1,451.22

Highway
Recommendation: Grant

Date: 1-15-21

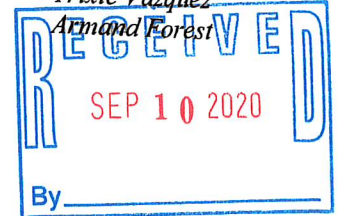
Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest



CITY OF MANCHESTER
Sewer Fee Abatement Request Form

Name: Yuehui Wang

Address: 204 Forest Street

Winchester (City) MA (State) 01890 (Unit)

Phone Number: 781-696-1747 (Zip)

Customer Account Number: 179985-61384

Address of Property for which Abatement is Requested:

112 Roycroft Rd

Manchester (City) NH (State) 03103-2357 (Unit)

Billing Period: 5-26-20 8-26-20

Amount of Abatement Request: 1,620.89

Reason for Abatement Request: Toilet Leak

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

Yes ☒ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Yuehui Wang
(Signature)

9/10/2020
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 9/14/2020

Customer Name: Blazon

Account #: 27511-18430

Property Address: 578 Dubuque St

Reason for
Request: toilet leak

Service Dates: 4/13/20-7/13/20

Bill Date: 8/26/2020

Consumption: 129 ccf

% Increase
from Average: 358%

Average
Consumption: 36 ccf

Based on: 5 year average

Difference: 93 ccf

Other Comments: _____

EPD
Recommendation: Grant - Abatement exceeds the 250% threshold

Approved J. M. Welch

Abatement Total: 93 ccf at \$ 3.61 \$ 335.73

Highway
Recommendation: Grant

Date: 1-15-21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Henry E. Blazon
Address: 41 Dionne Drive
Manchester (Street) NH (Unit)
(City) (State) (Zip)
Phone Number: 860-2551

Customer Account Number: 27511-18430

Address of Property for which Abatement is Requested:

578 Dubuque St
Manchester (Street) NH (Unit)
(City) (State) (Zip)
03102

Billing Period: 4-13-20 7-13-20

Amount of Abatement Request: 277.97

Reason for Abatement Request: Toilet leak

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

See attached WORK ORDERS From June 15 + June 17-20

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

Yes ☒ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

X Henry E. Blazon
(Signature)

X 9-14-20
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 9/15/2020

Customer Name: Insalaco

Account #: 177233-32724
Combine Billing

Property Address: 20 W Elmwood Ave

Reason for Request: toilet leak

Service Dates: 3/23/20-6/23/20

Bill Date: 8/5/2020

Consumption: 207 ccf

% Increase from Average: 2070%

Average Consumption: 10 ccf

Based on: 5 year average

Difference: 197 ccf

Other Comments: _____

EPD Recommendation: Grant- Abatement exceeds the 250% threshold

Approved J. McNeil

Abatement Total: 197 ccf at \$ 3.61 \$ 711.17

Highway Recommendation: Grant

Date: 1-15-21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

Rec'd
9/15/20

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Thomas Insalaco

Address: 20 W Elmwood Avenue

(Street)

Manchester

(City)

NH

(State)

(Unit)
03103

(Zip)

Phone Number: 603-716-6433

Kim 603-716-0982

Customer Account Number: 177233-32724

Address of Property for which Abatement is Requested:
20 W Elmwood Avenue

(Street)

Manchester

(City)

NH

(State)

(Unit)
03103

(Zip)

Billing Period: 12/25/2019 through 9/2/2020

Amount of Abatement Request: total billed amount \$554.08 was paid 5/19/2020 and \$1125.54 remains unpaid

Reason for Abatement Request: bad water meter readings, water meter was replaced and noted to be VERY OLD

We also replaced toilet parts on the oldest of three toilets in the home, this did not change the bad water readings

Water meter replacement was done early September 2020

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

☐ Yes ☐ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

(Signature)

9/15/2020

(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 9/21/2020

Customer Name: Gosselin

Account #: 43395-30936
Combine Billing

Property Address: 200 Purdue St

Reason for
Request: Frozen water pipe in January 2020

Service Dates: 6/1/20-8/31/20

Bill Date: 10/9/2020

Consumption: 124 ccf

% Increase
from Average: 590%

Average
Consumption: 21 ccf

Based on: 5 year average

Difference: 103 ccf

Other Comments: used annual consumption due to prior 3 quarters were estimated readings

EPD
Recommendation: Grant- Abatement exceeds the 250% threshold

Approved JF McNeill

Abatement Total: 103 ccf at \$ 3.61 \$ 371.83

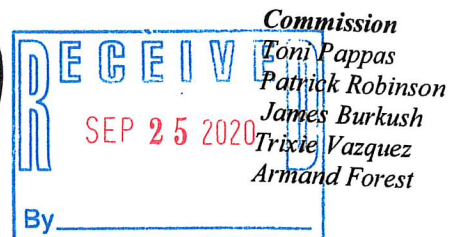
Highway
Recommendation: Grant

Date: 1-15-21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Mary Gosselin

Address: 79 Durham Ave

Claremont (City) NH (State) 03743 (Unit)

Phone Number: 603-624-0039 (Zip)

Customer Account Number: 43395-30936

Address of Property for which Abatement is Requested:

200 Purdue St

Manche (City) NH (State) 03103 (Unit)

Billing Period: 6-1-20 8-31-20

Amount of Abatement Request: 274.36

Reason for Abatement Request: Frozen water pipes bursting January 2020

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

The water accumulated in living room bedroom but ultimately in the basement. Concrete floor.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

Yes ☒ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

James R. Gosselin Son
(Signature)

9-21-2020
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 9/29/2020

Customer Name: Conroy

Account #: 88575-65996
Combine Billing

Property Address: 567 Central St

Reason for
Request: outside water usage/ new sod

Service Dates: 6/15/20-9/14/20

Bill Date: 10/23/2020

Consumption: 237 ccf

% Increase
from Average: 2370%

Average
Consumption: 10 ccf

Based on: 5 year average

Difference: 227 ccf

Other Comments: _____

EPD
Recommendation: Deny - Not an "extraordinary event"

outside water usage/new sod

Deny TJ McNeill

Abatement Total: 227 ccf at \$ 3.61 \$ 819.47

Highway
Recommendation: *Deny*

Date: 1-15-21

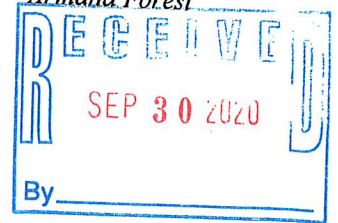
Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest



CITY OF MANCHESTER
Sewer Fee Abatement Request Form

Name: Debbie Conroy
Address: 567 Central St
(Street)
Manchester NH (City) (State) 03103-3433 (Unit) (Zip)
Phone Number: _____

Customer Account Number: 88575-65996

Address of Property for which Abatement is Requested:
567 Central St
(Street)
Manchester NH (City) (State) 03103-3433 (Unit) (Zip)

Billing Period: 6-15-20 9-14-20

Amount of Abatement Request: 855.57

Reason for Abatement Request: Please Consider my request for an abatement due to a sod+irrigation system I had installed. I did not know I needed a deduct meter. MWW contacted me 9/20/20 to advise me.
Thank-you

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

☐ Yes ☒ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Debbie Conroy
(Signature)

9/29/2020
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 9/30/2020

Customer Name: Pernaw

Account #: 176749-11980
Combine Billing

Property Address: 2125 Elm St

Reason for Request: outside water usage

Service Dates: 5/4/20-8/4/20

Bill Date: 9/8/2020

Consumption: 271 ccf

% Increase from Average: 630%

Average Consumption: 43 ccf

Based on: 5 year average

Difference: 228 ccf

Other Comments: _____

EPD Recommendation: Grant- Abatement exceeds the 250% threshold

Approved J McNeill

Abatement Total: 228 ccf at \$ 3.61 \$ 823.08

Highway Recommendation: Approved

Date: 1-15-21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest



CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Bradley Pernaw
Address: 2125 Elm Street
(Street) Manchester (City) NH (State) 03104-2316 (Unit) (Zip)
Phone Number: 617-821-5604
Customer Account Number: 176749-11980

Address of Property for which Abatement is Requested:

(Street) _____ (Unit) _____
(City) _____ (State) _____ (Zip) _____

Billing Period: 5-4-20 8-4-20

Amount of Abatement Request: 815.86

X Reason for Abatement Request: I found a faulty irrigation controller which
CAUSED REPETITIVE WATERING. Controller has been replaced
AND A DEDUCT meter has been installed

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

____ Yes X No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

X Bradley Pernaw
(Signature)

X 9/30/20
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 10/1/2020

Customer Name: Damon

Account #: 132639-1100

Property Address: 568 Beech St.

Reason for
Request: Running toilet

Service Dates: 5/26/20-8/26/20

Bill Date: 10/7/2020

Consumption: 101 ccf

% Increase
from Average: 155%

Average
Consumption: 65 ccf

Based on: 5 year average

Difference: 36 ccf

Other Comments: _____

EPD
Recommendation: Deny - Abatement does not exceed the 250% threshold

Deny H. McNeill

Abatement Total: 0 ccf at \$ 3.61 \$ -

Highway
Recommendation: *Deny*

Date: 1-15-21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: DAVID & SUZANNE DAMON

Address: 1 WEST BANK RD
HOOKSETT (Street) NH (State) 03106 (Unit)
(City) (Zip)

Phone Number: 603 289-7700

Customer Account Number: 132639/1100

Address of Property for which Abatement is Requested:
568 BEECH ST (Street) 1 (Unit)
MANCHESTER (City) NH (State) 0310 (Zip)

Billing Period: 5/26/20 - 8/26/20

Amount of Abatement Request: \$350 MY HIGHEST BILL OVER LAST 4 PERIODS WAS \$246-

Reason for Abatement Request: TENANT FAILED TO INFORM ME OF A 'RUNNING' TOILET. EXCESS WATER (CLEAN) WAS DISCHARGED INTO THE SEWER SYSTEM

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

Yes No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

(Signature)

(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

✓

Date Received: 10/5/2020

Customer Name: Bunnell Account #: 187207-15880

Property Address: 130 Arizona St.

Reason for Request: Toilet leak

Service Dates: 5/11/20-8/10/20-11/10/20 Bill Date: 9/16/2020 & 12/05/20

Consumption: 195 ccf % Increase from Average: 750%

Average Consumption: 26 ccf Based on: Limited History
Used last 8 Quarters

Difference: 169 ccf

Other Comments: _____

EPD Recommendation: Grant - Abatement exceeds the 250% threshold

Approved J. M. Neill

Abatement Total: 169 ccf at \$ 3.61 \$ 610.09

Highway Recommendation: Grant Date: 1-15-21

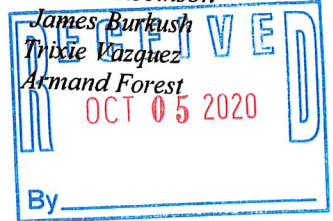
Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson



CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Jennifer Bunnell

Address: 130 Arizona Street

Manchester (Street) NH (Unit) 03104-1508 (Zip)

Phone Number: 603-714-4618

Customer Account Number: 187207-15880

Address of Property for which Abatement is Requested:

130 Arizona Street

Manchester (Street) NH (Unit) 03104-1508 (Zip)

Billing Period: 5-1-20 8-1-20

Amount of Abatement Request: 436.81

Reason for Abatement Request: Toilet Leak

We will also need you to take a look at the next bill because we were not aware of the problem until September.

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

Yes ☒ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

X Jennifer Bunnell
(Signature)

X 9/22/20
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 10/6/2020

Customer Name: Kiernan

Account #: 80249-60940

Property Address: 88 Irwin Dr

Reason for
Request: fill control valve malfunction

Service Dates: 5/11/20-8/10/20-11/10/20

Bill Date: 9/16/2020-12/5/20

Consumption: 138 ccf

% Increase
from Average: 394%

Average
Consumption: 35 ccf

Based on: 5 year average

Difference: 103 ccf

Other Comments: _____

EPD
Recommendation: Grant - Abatement exceeds the 250% threshold

Approved JF McNeil

Abatement Total: 103 ccf at \$ 3.61 \$ 371.83

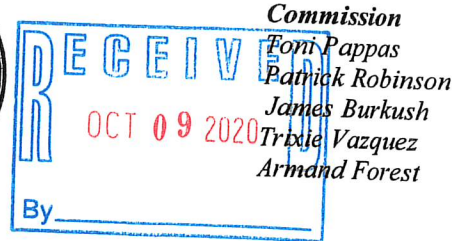
Highway
Recommendation: Grant

Date: 1-15-21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



CITY OF MANCHESTER
Sewer Fee Abatement Request Form

Name: Stephanie Kiernan

Address: 140 Hodgeman Hill Rd
Campton (Street) NH (City) 03223 (Unit)

Phone Number: 603-486-3700 (State) (Zip)

Customer Account Number: 80249-60940

Address of Property for which Abatement is Requested:
88 Erwin Dr
Manchester (Street) NH (City) 03104-1727 (Unit)

Billing Period: 5-11-20 - 8-10-20

Amount of Abatement Request: 220.21

Reason for Abatement Request: THE new toilet "fill control valve"
was malfunctioning - Contractor repaired it on 9-26-20

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

Yes No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Kevin A. Sheppard
(Signature)

10-7-20
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 10/7/2020

Customer Name: Brown

Account #: 161365-62284
Combine Billing

Property Address: 246 Blevens Dr

Reason for Request: outside water usage

Service Dates: 5/11/20-8/10/20

Bill Date: 9/16/2020

Consumption: 95 ccf

% Increase from Average: 221%

Average Consumption: 43 ccf

Based on: 5 year average

Difference: 52 ccf

Other Comments: _____

EPD Recommendation: Deny - Abatement does not exceed the 250% threshold

Deny J. Marshall

Abatement Total: 0 ccf at \$ 3.61 \$ -

Highway Recommendation: *Deny*

Date: 1-18-21

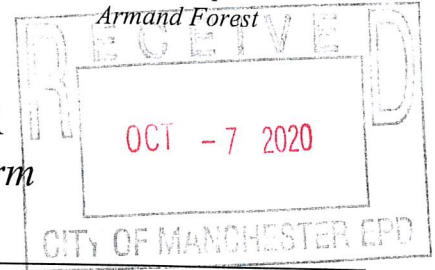
Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest



CITY OF MANCHESTER
Sewer Fee Abatement Request Form

Name: Joanna Brown

Address: 246 Blevens Dr

Manchester (City) NH (State) 03104 (Unit)

Phone Number: 603-440-3236

Customer Account Number: 161365-62284

Address of Property for which Abatement is Requested:

246 Blevens Dr
Manchester (City) NH (State) 03104 (Unit)

Billing Period: 5-11-20 - 8-10-20: Q2 bill was never sent to me!

Amount of Abatement Request: Q3 bill: \$364.98 Q2 bill: unknown sewer cost

Reason for Abatement Request: Deduct meter was stopped; broken. We were staying at our camp 5/15 - 9/15, so very little water went down sewer. Most of water was for 20x40 gardens during dry summer with a broken deduct meter. It was replaced on 9/25/20

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

 Yes X No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Joanna Braun
(Signature)

10/3/20
(Date)

✓

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 10/9/2020

Customer Name: Garos

Account #: 32757-22376
Combine Billing

Property Address: 990 Union St

Reason for Request: unknown

Service Dates: 5/12/20-8/10/20

Bill Date: 9/16/2020

Consumption: 428 ccf

% Increase from Average: 510%

Average Consumption: 84 ccf

Based on: 5 year average

Difference: 344 ccf

Other Comments: used annual consumption due to prior 3 quarters were estimated readings

EPD Recommendation: Grant - Abatement exceeds the 250% threshold

Approved J McNeil

Abatement Total: 344 ccf at \$ 3.61 \$ 1,241.84

Highway Recommendation: Grant

Date: 1-15-21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

792
2825

CITY OF MANCHESTER
Sewer Fee Abatement Request Form

Name: Philip T. Garas
Address: 990 Union St.
(Street)
Manchester, NH
(City) (State) (Unit)
Phone Number: 657-8480 (Zip)
Customer Account Number: 32757-22376

Address of Property for which Abatement is Requested:

(Street) ABOV5 (Unit)
(City) (State) (Zip)

Billing Period: 5-12-20 - 8-10-20

Amount of Abatement Request: 1386.24

Reason for Abatement Request: 30 yrs at residence. Nothing
resembling this. Checked by water wks no
leaks discovered

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

No water disaster has ever occurred here. No
leaking hoses, toilets, sinks etc

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

Yes X No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Rip 1 Gm
(Signature)

10/8/20
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

✓

Date Received: 10/15/2020

Customer Name: Kelley Account #: 11323-7372
Combine Billing

Property Address: 316 Merrimack St

Reason for Request: Hot water tank leaking

Service Dates: 3/23/20-6/23/20 Bill Date: 8/5/2020

Consumption: 51 ccf % Increase from Average: 425%

Average Consumption: 12 ccf Based on: 5 year average

Difference: 39 ccf

Other Comments: _____

EPD Recommendation: Grant - Abatement exceeds the 250% threshold

Approved JF McNeil

Abatement Total: 39 ccf at \$ 3.61 \$ 140.79

Highway Recommendation: Grant Date: 1-15-21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

10-15-20

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Sheila Kelley
Address: 316 Merrimack St
(Street) Manchester (City) NH (State) 03103-3433 (Unit) (Zip)
Phone Number: 603-622-6088
Customer Account Number: 11323-7372

Address of Property for which Abatement is Requested:
316 Merrimack St
(Street) Manchester (City) NH (State) 03103-3433 (Unit) (Zip)

Billing Period: 3-23-20 - 6-23-20

Amount of Abatement Request: 137.18

Reason for Abatement Request: Hot Water Tank leak
Tank was replaced water flowing
out on cellar floor.

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

Water flow coming out of the
hot water heater into the cellar
floor. Water pipe had been replaced
in cellar, water going outside.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

Yes ☒ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Sheila M. Kelley
(Signature)

8-14-2020
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 10/16/2020

Customer Name: Begley

Account #: 189053-39214
Combine Billing

Property Address: 489 Blevens Dr

Reason for Request: irrigation leak

Service Dates: 5/11/20-8/10/20

Bill Date: 9/16/2020

Consumption: 48 ccf

% Increase from Average: 320%

Average Consumption: 15 ccf

Based on: 7 quarter avg.
Limited History

Difference: 33 ccf

Other Comments: _____

EPD Recommendation: Grant - Abatement exceeds the 250% threshold

Approved J McNamee

Abatement Total: 33 ccf at \$ 3.61 \$ 119.13

Highway Recommendation: Grant

Date: 1-15-21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Shaylah Begley & Steven Rein

Address: 489 Blevens Drive

Manchester (Street) NH (Unit)
(City) (State) 03104

Phone Number: 603-566-3740 (Zip)

Customer Account Number: 189053-39214

Address of Property for which Abatement is Requested:

489 Blevens Drive
(Street)
Manchester (City) NH (State) (Unit)
03104 (Zip)

Billing Period: Billing period - 9/16/2020

Amount of Abatement Request: \$500

Reason for Abatement Request: It was discovered by Manchester Water Works (employee, Scott) and Groundworks

Outdoor Services that there is a severe leak in our irrigation system. Upon further review by Groundworks there are three broken
irrigation lines. These lines are underground and we had no way of knowing they were broken as the sprinklers continued to function.
For comparison- our average consumption from Nov, 2018-May 2020 was 24.71 CCF. Aug, 2020 reported 302 CCF.

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

☒ Yes ☐ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

(Signature)

10/16/2020

(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 10/22/2020

Customer Name: Patti Account #: 181699-18392
Combine Billing

Property Address: 616 Rimmon St

Reason for Request: toilet leak

Service Dates: 10/15/19-1/13/20 Bill Date: 2/26/2020

Consumption: 97 ccf % Increase from Average: 277%

Average Consumption: 35 ccf Based on: 5 year average
Limited History
Used some of prior owners

Difference: 62 ccf

Other Comments: Abatement received after the 90 days

EPD
Recommendation: Deny - Abatement received after the 90 day threshold.
Deny J J McNeill

Abatement Total: ccf at \$ 3.47 \$ -

Highway
Recommendation: [Signature] Date: 1-15-21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Raymond Hebert
Harold Sullivan
Robert R. Rivard
Rick Rothwell
Bill Skouteris

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Jennifer Patti

Address: 614 Rimmon St, #2

(Street)

Manchester

NH

(Unit)

03102

(City)

(State)

(Zip)

Phone Number: 978-590-9396

Customer Account Number: 181699-18392

Address of Property for which Abatement is Requested:

616 Rimmon St

(Street)

Manchester

NH

(Unit)

03102

(City)

(State)

(Zip)

Billing Period: 10/15/19-1/13/20

Amount of Abatement Request: \$328.86

Reason for Abatement Request: Toilet leak

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

☐

Yes

☐

No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Jenny Patti

(Signature)

10/22/20

(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 11/5/2020

Customer Name: Dau, Thi

Account #: 169685-65932

Property Address: 397-399 Spruce St

Reason for Request: toilet leak

Service Dates: 3/20/20-6/15/20-9/14/20

Bill Date: 7/29/2020 & 10/28/20

Consumption: 480 ccf

% Increase from Average: 150%

Average Consumption: 320 ccf

Based on: 7 quarters
limited history

Difference: 160 ccf

Other Comments: _____

EPD Recommendation: Deny - Abatement does not exceed the 250% threshold

Deny J McNeil

Abatement Total: _____ ccf at \$ 3.61 \$ -

Highway Recommendation: *[Signature]*

Date: 1-15-21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest



CITY OF MANCHESTER
Sewer Fee Abatement Request Form

Name: Thi Dau

Address: 160 A South Elm St
(Street)
Manchester NH 03103
(City) (State) (Zip)

Phone Number: (603) 264-6786
(Zip)

Customer Account Number: 169685-65932

Address of Property for which Abatement is Requested:
397-399 Spruce St
(Street)
Manchester NH 03103
(City) (State) (Zip)

Billing Period: 6/15/2020 - 9/14/2020

Amount of Abatement Request: \$339.34

Reason for Abatement Request: leaking Toilets

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

☐ Yes ☒ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

[Signature]
(Signature)

11/5/2020
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 11/13/2020

Customer Name: Basinow

Account #: 29577-20412

Property Address: 285-287 Bridge St

Reason for
Request: Hot water tank

Service Dates: 5/18/20-8/19/20

Bill Date: 9/23/2020

Consumption: 348 ccf

% Increase
from Average: 374%

Average
Consumption: 93 ccf

Based on: 5 year average

Difference: 255 ccf

Other Comments: _____

EPD
Recommendation: Grant - Abatement exceeds the 250% threshold

Approved J. McNeill

Abatement Total: 255 ccf at \$ 3.61 \$ 920.55

Highway
Recommendation: Grant

Date: 1-15-21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNelll, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: GLEND A REV TR 2006 BASTNOW

Address: PO BOX 16142

HOOKSETT	(Street)	NH	(Unit)
	(City)		03106-6142
		(State)	(Zip)

Phone Number: (603) 674-8299

Customer Account Number: 91753-67586

Address of Property for which Abatement Is Requested:

285-287 BRIDGE ST		03104
MANCHESTER (Street)	NH	03104 (Unit)
(City)	(State)	(Zip)

Billing Period: 5/18/20 - 8/19/20

Amount of Abatement Request: \$912.78

Reason for Abatement Request: WATER TANK FAILURE AND FLOODED THE CELLAR
THE WATER WAS NEVER USED

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

HOT WATER TANK FAILURE AND FLOODED THE CELLAR DIRT FLOOR

If abatement request is due to a leaking Irrigation system, state if a sewer deduct meter is in place.

 Yes No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Samir Thakur
(Signature)

11/13/20
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 11/16/2020

Customer Name: Nguyen

Account #: 196559-3754

Property Address: 243 Lake Ave

Reason for Request: Hot water line

Service Dates: 6/15/20-9/14/20

Bill Date: 10/28/2020

Consumption: 515 ccf

% Increase from Average: 259%

Average Consumption: 199 ccf

Based on: 5 year average
limited history
multi family used prior owners

Difference: 316 ccf

Other Comments: _____

EPD Recommendation: Grant - Abatement exceeds the 250% threshold

Approved J McNeil

Abatement Total: 316 ccf at \$ 3.61 \$ 1,140.76

Highway Recommendation: Grant

Date: 1-15-21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Man Nguyen, MPH Manchester LLC

Address: 243 Lake Ave
(Street)

Manchester (City) NH (State) 03103 (Unit)
(Zip)

Phone Number: 858 205 3331

Customer Account Number: 196559-3754

Address of Property for which Abatement is Requested:

243 Lake Ave
(Street)

Manchester (City) NH (State) 03103 (Unit)
(Zip)

Billing Period: 06/15/2020 - 09/14/2020

Amount of Abatement Request: 1494.55

Reason for Abatement Request: There was a hot water line leakage in the basement for about a month that was identified and fixed on 9/26/2020. Attached are the bills water bill and pumping invoice.
Thank you.

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

The water leak was in the basement with concrete floor.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

Yes No N/A.

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Man Nguyen, manager MPH Manchester
(Signature)

Nov 16, 2020
(Date)

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

CITY OF MANCHESTER
Department of Public Works

February 18, 2021

Board of Mayor and Alderman
c/o CITY CLERKS OFFICE
One City Hall Plaza
Manchester, New Hampshire 03103

Attention: Alderman Kevin Cavanaugh
Chairman, CIP Committee

Subject: CIP Project #710021 – Annual ROW Roadway Rehab Balance Transfer

Dear Alderman Cavanaugh:

The Department of Public Works (DPW) respectfully requests that the balance of funds in the following project be transferred into CIP #710021 to support the continuation of the Road Program:

CIP #710018 – Annual ROW Road Reconstruction (\$14,373.86 balance)

Consolidation of these CIP projects will improve record keeping and project management for pending road construction projects and is consistent with the original project intent for both accounts. Revised Budget Authorizations are attached for both CIP projects to recognize the transfer of funds. A DPW representative will be available for discussion at the March Board of Mayor and Alderman meeting. In the meantime, if you have any questions, please do not hesitate to contact Owen Friend-Gray at this office.

Very truly yours,

Todd D. Connors, P.E.
Highway Chief Engineer

cc/Kevin A. Sheppard, P.E.

CIP BUDGET AUTHORIZATION

CIP#: 710021

Project Year: 2021

CIP Resolution: 6/9/2020

Title: Annual ROW Roadway Rehab

Amending Resolution: 3/16/2021

Administering Department Public Works-Highway

Revision: #2

Project Description:

Annual program to preserve, resurface and/or reconstruct streets. This is the continuation of a program to maintain paved streets in good condition and upgrade the City's deteriorating infrastructure. Work will include engineering consultations to maintain and update the current asset database of roadway conditions.

Federal Grants

Federal Grant:

No

Environmental

Review Required:

No

Grant Executed:

Completed:

Critical Events

1.	Project Initiation	5/19/2020
2.	Project Completion	6/30/2040
3.		
4.		
5.		
		6/30/2040

Line Item Budget

	BOND	MTF		TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$2,914,373.86	\$101,681.60	\$0.00	\$3,016,055.46
TOTAL	\$2,914,373.86	\$101,681.60	\$0.00	\$3,016,055.46

Revisions:

Revision #1 - \$1,681.60 transferred from CIP #714517 increasing budget from \$3,000,000 to \$3,001,681.60

Revision #2 - \$14,373.86 transferred from CIP #710018 increasing budget from \$3,001,681.60 to \$3,016,055.46 BOND

Comments:

Planning Department/Startup Form - 07/1/20

\$3,016,055.46

CIP BUDGET AUTHORIZATION

CIP#: <input type="text" value="710018"/>	Project Year: <input type="text" value="2018"/>	CIP Resolution: <input type="text" value="6/13/2017"/>
Title: <input type="text" value="Annual ROW Road Reconstruction"/>	Amending Resolution: <input type="text" value="3/16/2021"/>	
Administering Department <input type="text" value="Public Works-Highway"/>	Revision: <input type="text" value="#1"/>	

Project Description:

Federal Grants	Federal Grant: <input type="text" value="No"/>	Environmental	Review Required: <input type="text" value="No"/>
	Grant Executed: <input type="text"/>		Completed: <input type="text"/>

Critical Events

1.	<input type="text" value="Project Initiation"/>	<input type="text" value="3/21/2017"/>
2.	<input type="text" value="Project Completion"/>	<input type="text" value="3/21/2037"/>
3.	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text" value="3/21/2037"/>

Line Item Budget

	BOND			TOTAL
Salaries and Wage	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Fringes	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Design/Engineering	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Planning	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Consultant Fees	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Construction Admin	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Land Acquisition	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Equipment	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Overhead	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Construction Contracts	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Other	<input type="text" value="\$2,985,626.14"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$2,985,626.14"/>
TOTAL	<input type="text" value="\$2,985,626.14"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$2,985,626.14"/>

Revisions:

Comments

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty One

A RESOLUTION

“Amending the FY 2018 & 2021 Community Improvement Program, authorizing, appropriating, and transferring funds in the amount of Fourteen Thousand Three Hundred Seventy Three Dollars and Eighty Six Cents (\$14,373.86) for the FY 2021 CIP 710021 Annual ROW Roadway Rehab.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the FY 2018 & 2021 CIP as contained in the FY 2018 & 2021 CIP budget; and

WHEREAS, the 2018 & 2021 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to effect the following transfers between Public Works - Highway administered projects;

NOW, THEREFORE, be it resolved that the FY 2018 & 2021 CIP be amended as follows:

By decreasing:

FY 2018 CIP 710018 Annual ROW Road Reconstruction - \$14,373.86 BOND

By increasing:

FY 2021 CIP 710021 Annual ROW Roadway Rehab - \$14,373.86 BOND

Resolved, that this Resolution shall take effect upon its passage

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

CITY OF MANCHESTER
Department of Public Works

February 17, 2021

Board of Mayor and Alderman
c/o CITY CLERKS OFFICE
One City Hall Plaza
Manchester, New Hampshire 03103

Attention: Alderman Kevin Cavanaugh
Chairman, CIP Committee

Subject: CIP Project #712121 – 50/50 Residential Curb/Sidewalk Balance Transfers

Dear Alderman Cavanaugh:

The Department of Public Works (DPW) respectfully requests that the balance of funds in the following projects be transferred into CIP #712121 to support the continuation of the 50/50 curb and sidewalk program for Manchester residents:

CIP #711518 – FY18 Residential 50/50 Sidewalk Program (\$73,956.41 balance)
CIP #712820 – 50/50 Residential Curb/Sidewalk (\$173,265.43 balance)

Consolidation of these three CIP projects will improve record keeping and project management for pending sidewalk projects and is consistent with the original project intent for all three. Revised Budget Authorizations are attached for all CIP projects to recognize the transfer of funds. A DPW representative will be available for discussion at the March Board of Mayor and Alderman meeting. In the meantime, if you have any questions, please do not hesitate to contact Owen Friend-Gray at this office.

Very truly yours,

Todd D. Connors, P.E.
Highway Chief Engineer

cc/Kevin A. Sheppard, P.E.

CIP BUDGET AUTHORIZATION

CIP#: 712121

Project Year: 2021

CIP Resolution: 6/9/2020

Title: 50/50 Residential Curb/Sidewalk

Amending Resolution: 3/16/2021

Administering Department Public Works-Highway

Revision: #1

Project Description:

Construct curb and sidewalks at miscellaneous residential locations throughout the City with individual residents each contributing 50% of the cost.

Federal Grants

Federal Grant:

No

Environmental

Review Required:

No

Grant Executed:

Completed:

Critical Events

1. Project Initiation
2. Project Completion
- 3.
- 4.
- 5.

7/01/2020

6/30/2021

6/30/2021

Line Item Budget

OTHER

MTF

BOND

TOTAL

Salaries and Wages

\$0.00

\$0.00

\$0.00

\$0.00

Fringes

\$0.00

\$0.00

\$0.00

\$0.00

Design/Engineering

\$0.00

\$0.00

\$0.00

\$0.00

Planning

\$0.00

\$0.00

\$0.00

\$0.00

Consultant Fees

\$0.00

\$0.00

\$0.00

\$0.00

Construction Admin

\$0.00

\$0.00

\$0.00

\$0.00

Land Acquisition

\$0.00

\$0.00

\$0.00

\$0.00

Equipment

\$0.00

\$0.00

\$0.00

\$0.00

Overhead

\$0.00

\$0.00

\$0.00

\$0.00

Construction Contracts

\$0.00

\$0.00

\$0.00

\$0.00

Other

\$273,956.41

\$100,000.00

\$73,265.43

\$447,221.84

TOTAL**\$273,956.41****\$100,000.00****\$73,265.43****\$447,221.84****Revisions:**

#1 - Increase OTHER budget by \$173,956.41 (transfer \$73,956.41 from CIP #711518 and \$100,000 from CIP #712820), and increase BOND budget by \$73,265.42 (transfer from CIP #712820)

Comments

OTHER Funds are from resident share. MTF - Manchester Transportation Fund

Planning Department/Startup Form - 07/1/20

\$447,221.84

CIP BUDGET AUTHORIZATION

CIP#:	712820	Project Year:	2020	CIP Resolution:	6/10/2019
Title:	50/50 Residential Curb/Sidewalk			Amending Resolution:	3/16/2021
Administering Department	Public Works-Highway			Revision:	#1

Project Description: Construct curb and sidewalks at miscellaneous residential locations throughout the City with individual residents each contributing 50% of the cost.

Federal Grants

Federal Grant:

Grant Executed:

Environmental

Review Required:

Completed:

Critical Events

1.	Project Initiation	7/1/2019
2.	Project Completion	6/30/2029
3.		
4.		
5.		
		6/30/2029

Line Item Budget

	BOND	OTHER		TOTAL
Salaries and Wage	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$26,734.57	\$0.00	\$0.00	\$26,734.57
TOTAL	\$26,734.57	\$0.00	\$0.00	\$26,734.57

Revisions:

#1 - Transfer \$73,265.43 BOND and \$100,000 OTHER to CIP #712121 (from \$100,000 to \$26,734.57 BOND and \$100,000 to \$0 OTHER)

Comments

Other funds to come from property owner contributions.

CIP BUDGET AUTHORIZATION

CIP#: <input type="text" value="711518"/>	Project Year: <input type="text" value="2018"/>	CIP Resolution: <input type="text" value="6/13/2017"/>
Title: <input type="text" value="FY18 Residential 50/50 Sidewalk Program"/>	Amending Resolution: <input type="text" value="3/16/2021"/>	
Administering Department <input type="text" value="Public Works"/>	Revision: <input type="text" value="#2"/>	

Project Description:

Federal Grants	Federal Grant: <input type="text" value="No"/>	Environmental	Review Required: <input type="text" value="No"/>
	Grant Executed: <input type="text"/>		Completed: <input type="text"/>

Critical Events

1.	Project Initiation	<input type="text" value="9/5/2017"/>
2.	Project Completion	<input type="text" value="6/30/2021"/>
3.		<input type="text"/>
4.		<input type="text"/>
5.		<input type="text"/>
		<input type="text" value="6/30/2021"/>

Line Item Budget

	State	Other		TOTAL
Salaries and Wage	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$150,000.00	\$76,043.59	\$0.00	\$226,043.59
TOTAL	\$150,000.00	\$76,043.59	\$0.00	\$226,043.59

Revisions: #1 - Increases budget by \$150,000 to allow for Resident's Match contributions.
 #2 - Transfer \$73,956.41 OTHER to CIP #712121 (From \$150,000 to \$76,043.59)

Comments State funds from SB38 State Block Grant. Other funds from Resident's match.

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty One

A RESOLUTION

“Amending the FY 2018, 2020 and 2021 Community Improvement Programs, transferring, authorizing and appropriating funds in the amount of Two Hundred Forty Seven Thousand Two Hundred Twenty One Dollars and Eighty Four Cents (\$247,221.84) for the FY2021 CIP 712121 50/50 Residential Curb/Sidewalk Program.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the FY 2018, 2020 and 2021 CIP's as contained in the FY 2018, 2020 and 2021 CIP budget's; and

WHEREAS, the FY 2018, 2020 and 2021 CIP's contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to effect the following transfers between Public Works administered projects;

NOW, THEREFORE, be it resolved that the FY 2018, 2020 and 2021 CIP's be amended as follows:

By decreasing:

FY2018 CIP 711518 FY18 Residential 50/50 Sidewalk Program- \$73,956.41 OTHER

By decreasing:

FY2020 CIP 712820 50/50 Residential Curb/Sidewalk - \$73,265.43 BOND and \$100,000 OTHER

By increasing:

FY2021 CIP 712121 50/50 Residential Curb/Sidewalk - \$247,221.84
(\$73,265.43 BOND & \$173,956.41 OTHER)

Resolved, that this Resolution shall take effect upon its passage.

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

CITY OF MANCHESTER
Department of Public Works

February 18, 2021

Board of Mayor and Alderman
c/o CITY CLERKS OFFICE
One City Hall Plaza
Manchester, New Hampshire 03103

Attention: Alderman Kevin Cavanaugh
Chairman, CIP Committee

Subject: CIP Project #712421 – FY21 Roadway Improvement Balance Transfer

Dear Alderman Cavanaugh:

The Department of Public Works (DPW) respectfully requests that the balance of funds in the following projects be transferred into CIP #712421 to support the continuation of the Road Program:

CIP #711618 – FY18 Roadway Improvement (\$21,806.72 balance)

Consolidation of these two CIP projects will improve record keeping and project management for pending road construction and is consistent with the original project intent for both accounts. Revised Budget Authorizations are attached for both CIP projects to recognize the transfer of funds. A DPW representative will be available for discussion at the March Board of Mayor and Alderman meeting. In the meantime, if you have any questions, please do not hesitate to contact Owen Friend-Gray at this office.

Very truly yours,

Todd D. Connors, P.E.
Highway Chief Engineer

cc/Kevin A. Sheppard, P.E.

CIP BUDGET AUTHORIZATION

CIP#: 712421 Project Year: 2021 CIP Resolution: 6/9/2020
 Title: FY21 Roadway Improvement Amending Resolution: 3/16/2021
 Administering Department Public Works-Highway Revision: #1

Project Description: Reconstruct, repair, and resurface public streets that have degraded surface conditions. Work to include pavement, gravel base, drainage, or other repair necessary to improve surface conditions using Degradation Fees deposited into the Roadway Trust Fund.

Federal Grants Federal Grant: No **Environmental** Review Required: No
 Grant Executed: Completed:

Critical Events

1.	Project Initiation	7/1/2020
2.	Project Completion	6/30/2021
3.		
4.		
5.		
		6/30/2021

Line Item Budget

	RTF	OTHER		TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$600,000.00	\$21,806.72	\$0.00	\$621,806.72
TOTAL	\$600,000.00	\$21,806.72	\$0.00	\$621,806.72

Revisions: #1 - Increase budget \$21,806.72 (from \$0 to \$21,806.72) with funds transferred from CIP #711618.

Comments RTF - Roadway Trust Fund

Planning Department/Startup Form - 07/1/20

\$621,806.72

CIP BUDGET AUTHORIZATION

CIP#: <input type="text" value="711618"/>	Project Year: <input type="text" value="2018"/>	CIP Resolution: <input type="text" value="6/13/2017"/>
Title: <input type="text" value="FY18 Roadway Improvement"/>	Amending Resolution: <input type="text" value="3/16/2021"/>	
Administering Department <input type="text" value="Public Works"/>	Revision: <input type="text" value="#2"/>	

Project Description:

Federal Grants	Federal Grant: <input type="text" value="No"/>	Environmental	Review Required: <input type="text" value="No"/>
	Grant Executed: <input type="text"/>		Completed: <input type="text"/>

Critical Events

1.	Project Initiation	<input type="text" value="9/5/2017"/>
2.	Project Completion	<input type="text" value="6/30/2021"/>
3.		<input type="text"/>
4.		<input type="text"/>
5.		<input type="text"/>
		<input type="text" value="6/30/2021"/>

Line Item Budget

	Other	Other		TOTAL
Salaries and Wage	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$999,766.51	\$478,426.77	\$0.00	\$1,478,193.28
TOTAL	\$999,766.51	\$478,426.77	\$0.00	\$1,478,193.28

Revisions: #1 - Increases budget by \$500,233.49 Other
 #2 - Decrease budget by \$21,806.72 and transfer to CIP #712421 (from \$500,233.49 to \$478,426.77 OTHER)

Comments Other funds (\$999,766.51) transferred from Roadway Improvement Reserve Account. Other funds (\$500,233.49) transferred from CIP Project #710012.

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty One

A RESOLUTION

“Amending the FY 2018 and 2021 Community Improvement Programs, transferring, authorizing and appropriating funds in the amount of Twenty One Thousand Eight Hundred Six Dollars and Seventy Two Cents (\$21,806.72) for the FY2021 CIP 712421 FY21 Roadway Improvement.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2018 and 2021 CIP's as contained in the 2018 and 2021 CIP budget's; and

WHEREAS, the 2018 and 2021 CIP's contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to effect the following transfers between Public Works administered projects;

NOW, THEREFORE, be it resolved that the 2018 and 2021 CIP's be amended as follows:

By decreasing:

FY2018 CIP 711618 FY18 Roadway Improvement - \$21,806.72 OTHER

By increasing:

FY2021 CIP 712421 FY21 Roadway Improvement - \$21,806.72 OTHER

Resolved, that this Resolution shall take effect upon its passage.



CITY OF MANCHESTER

PLANNING AND COMMUNITY DEVELOPMENT

Planning and Land Use Management
Building Regulations
Community Improvement Program
Zoning Board of Adjustment


Leon L. LaFreniere, AICP
Director

Pamela H. Goucher, AICP
Deputy Director - Planning & Zoning

Michael J. Landry, PE, Esq.
Deputy Director - Building Regulations

MEMORANDUM

To: Alderman Kevin Cavanaugh,
Chairman, CIP Committee

From: Leon L. LaFreniere, AICP 
Director, Planning and Community Development

Date: February 22, 2021

Re: CIP #811521 Small Business Assistance Program

Existing Funding

The Planning Department is requesting the transfer of available balances of CDBG-CV funds from CIP #811621 – CARES Act Support Fund – Public Service/Capital Improvements (\$12,705) and CIP #812321 – CARES Act Support Fund – CDBG-CV3 Activities (\$18,094) to CIP #811521 – CARES Act Support Fund – Small Business Assistance Program.

The funds would be dedicated to support businesses that have applied for Small Business Assistance Program grants. To date, the program has provided assistance (\$160,000) to 32 businesses and there are 19 applications pending. The additional funding will allow the City to assist all of the businesses that have applied plus 1 – 2 additional companies. If additional funding is not approved for this program, the City will only be able to provide assistance to 14 of the remaining 19 businesses that have submitted applications.

We have prepared the appropriate CIP Amending Resolution and Budget Authorization Forms necessary to take this action in the event that the Committee and the Board of Mayor and Aldermen approve this request.

Your review of these documents and a recommendation for approval to the full Board is respectfully requested.

CIP BUDGET AUTHORIZATION

CIP#: 811521 Project Year: 2021 CIP Resolution: 6/9/2020
 Title: CARES Act Support Fund - Small Business Assistance Program Amending Resolution: 3/16/2021
 Administering Department Planning & Community Development Revision: #1

Project Description: Assistance will be provided to small businesses (15 or fewer full-time equivalent employees) that have had significant disruption due to the negative impacts associated with the Coronavirus. Subsidies in the form of grants will range from \$3,000 to \$5,000 determined by need and only be distributed to businesses that are owned by low or moderate income individuals or employ individuals that are low or moderate income.

Federal Grants

Federal Grant: Yes
 Grant Executed: Yes

Environmental

Review Required: Yes
 Completed: Yes

Critical Events

1. Program Initiation	7/7/2020
2. Program Completion	9/30/2022
3.	
4.	
5.	
	9/30/2022

Line Item Budget

Line Item Budget	CDBG-CV			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$262,705.00	\$18,094.00	\$0.00	\$280,799.00
TOTAL	\$262,705.00	\$18,094.00	\$0.00	\$280,799.00

Revisions:

Revision #1 - \$12,705 CDBG-CV transferred from CIP 811621 increasing CDBG-CV budget from \$250,00 to \$262,705, \$18,094 CDBG-CV3 transferred from CIP 812321 increasing CDBG-CV3 budget from \$0 to \$18,094.

Comments

Authorization of CDBG-CV funds is contingent upon HUD grant execution.

CIP BUDGET AUTHORIZATION

CIP#: 811621	Project Year: 2021	CIP Resolution: 6/9/2020
Title: CARES Act Support Fund - Public Service/Capital Improvements		Amending Resolution: 3/16/2021
Administering Department: Planning & Community Development		Revision: #3-Close

Project Description: Funding to be distributed to non-profits and City Departments for activities which are necessary to prepare, prevent or respond to the Coronavirus. Program activities might include but not be limited to the following: operating support for additional costs attributed to the Coronavirus; testing or diagnosis at a fixed or mobile location; meal delivery to quarantined individuals; and equipment, supplies or other materials necessary to carry-out a public service.

Federal Grants	Federal Grant: Yes	Environmental	Review Required: Yes
	Grant Executed: Yes		Completed: Yes

Critical Events

1.	Program Initiation	7/7/2020
2.	Program Completion	9/30/2022
3.		
4.		
5.		
		9/30/2022

Line Item Budget

	CDBG-CV	CDBG-CV3		TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00

Revisions: Revision #1 - Decreases CDBG-CV budget \$145,782 from \$146,487 to \$705 and transfers funds to the following: CIP #212321 - \$12,410, CIP #212421 - \$50,000, CIP #212521 - \$27,000, CIP #212621 - \$15,000, CIP #212721 - \$25,000, CIP #212821 - \$12,000, CIP #212921 - \$4,372. Revision #2-Increase budget \$12,000 (from \$705 to \$12,705) transferred from CIP#212821

Comments Revision #3 - Decreases CDBG-CV budget from \$12,705 to \$0 and transfers funds to CIP #811521 resulting in project close out.
Authorization of CDBG-CV funds is contingent upon HUD grant execution.

CIP BUDGET AUTHORIZATION

CIP#: 812321	Project Year: 2020	CIP Resolution: 6/9/2020
Title: CARES Act Support Fund - CDBG-CV3 Activities		Amending Resolution: 3/16/2021
Administering Department: Planning & Community Development		Revision: #3 - Close

Project Description: CDBG-CV3 funds must be used to prevent, prepare for, and respond to the Coronavirus. Activities must result in a benefit to individuals/households that are low or moderate income as that term is defined by HUD.

Federal Grants	Federal Grant: Yes	Environmental	Review Required: Yes
	Grant Executed: Pending		Completed: Pending

Critical Events

1.	Program Initiation	11/17/2020
2.	Program Completion	9/30/2022
3.		
4.		
5.		
		9/30/2022

Line Item Budget

Line Item Budget	CDBG-CV3			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00

Revisions:

Revision #1 - Budget decreased from \$516,094 to \$58,094 and \$458,000 transferred to CIP #611621.

Revision #2 - Budget decreased from \$58,094 to \$18,094 and \$40,000 transferred to CIP #213321.

Revision #3 - Budget decreased from \$18,094 to \$0 and \$18,094 transferred to CIP #811521. Results in Project Close Out.

Comments

Authorization of CDBG-CV3 funds is contingent upon HUD grant execution.

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty One

A RESOLUTION

“Amending the FY2021 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Thirty Thousand Seven Hundred Ninety Nine Dollars (\$30,799) for the FY 2021 CIP 811521 Small Business Assistance Program.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2021 CIP as contained in the 2021 CIP budget; and

WHEREAS, the 2021 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to effect the following transfers;

NOW, THEREFORE, be it resolved that the 2021 CIP be amended as follows:

By decreasing:

FY 2021 CIP 811621 - CARES Act Public Service/Capital Improvements - \$12,705

FY 2021 CIP 812321 - CARES Act Support Fund - CDBG-CV3 Activities - \$18,094

By increasing:

FY 2021 CIP 811521 - CARES Act Support Fund - Small business Assistance Program - \$30,799

Resolved, that this Resolution shall take effect upon its passage

Jean P. Fortier
Director, Information Services



CITY OF MANCHESTER
Information Systems Department

February 3, 2021

Honorable Kevin Cavanaugh
Chairman, CIP Committee
c/o City of Manchester – City Clerk's Office
One City Hall Plaza
Manchester, NH 03101

RE: CIP Project 810117 Police Records Management System

Dear Alderman Cavanaugh:

The reason for this letter is to request a transfer between two accounts in CIP Project #810117. This request does not change the total budgeted amount. The CAD/RMS upgrade Project #810117 has had some changes in requirements/scope over the last few years and I need to adjust money between the two accounts. Account 13BDB80110 – Salary, in the amount of \$165,000 needs to be adjusted to \$194,064. Account 13BDB80968 - Other Project Costs in the amount of \$1,035,000, needs to be reduced to \$1,005,937.

The requested project adjustments are as follows:

	ORIGINAL AMT	REVISION	NEW AMOUNT
Salaries – 0110	\$165,000	+\$29,063	\$194,063
Other Costs – 0968	\$1,035,000	-\$29,063	\$1,005,937

I am available anytime to discuss this and will be available for the CIP Committee meeting to answer any question.

Sincerely,

Jean Fortier
Director of Information Services

scd

CIP BUDGET AUTHORIZATION

CIP#: <input style="width: 80%;" type="text" value="810117"/>	Project Year: <input style="width: 80%;" type="text" value="2017"/>	CIP Resolution: <input style="width: 80%;" type="text" value="5/17/2016"/>
Title: <input style="width: 80%;" type="text" value="Police Records Management System Replacement"/>	Amending Resolution: <input style="width: 80%;" type="text" value="3/16/2021"/>	
Administering Department <input style="width: 80%;" type="text" value="Information Systems Department"/>	Revision: <input style="width: 80%;" type="text" value="#1"/>	

Project Description:

Federal Grants	Federal Grant: <input style="width: 80%;" type="text"/>	Environmental	Review Required: <input style="width: 80%;" type="text" value="No"/>
	Grant Executed: <input style="width: 80%;" type="text"/>		Completed: <input style="width: 80%;" type="text"/>

Critical Events

1.	Project Initiation	<input style="width: 90%;" type="text" value="7/1/2016"/>
2.	Project Completion	<input style="width: 90%;" type="text" value="6/30/2026"/>
3.	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
4.	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
5.	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text" value="6/30/2026"/>

Line Item Budget

	BOND			TOTAL
Salaries and Wage	\$194,063.00	\$0.00	\$0.00	\$194,063.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$1,005,937.00	\$0.00	\$0.00	\$1,005,937.00
TOTAL	\$1,200,000.00	\$0.00	\$0.00	\$1,200,000.00

Revisions:

Comments

Kevin A. Sheppard, P.E.
Public Works Director



Commission
Toni Pappas, Chair
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

Timothy J. Clougherty
Deputy Public Works Director

CITY OF MANCHESTER
Department of Public Works

February 16, 2021

Alderman Kevin Cavanaugh
C.I.P. Committee of the
Honorable Board of Mayor and Aldermen
CITY CLERKS OFFICE
One City Hall Plaza
Manchester, New Hampshire 03103

Re: Request to Apply for NHDOT Transportation Improvement Program (TAP4) Funding
Canal Street Complete Streets

Dear Alderman Cavanaugh:

The Manchester Department of Public Works is planning to apply for Transportation Improvement Program (TAP) funding for complete streets improvements on Canal Street between the Amoskeag Bridge and Granite Street (see attached Project Area Map)

The proposed, "Canal Street Complete Streets" project is proposed on the main thoroughfare between the Downtown and the Millyard, and would include construction of a multi-use path on the west side. This work would be completed in conjunction with a road diet from Granite Street to the Amoskeag Bridge with the road reduced to a single through lane in each direction (see attached Concept Plan). The lane reduction will help calm traffic and reduce speeds while accommodating bicycles and pedestrians. Work is anticipated to occur within the limits of the existing developed right-of-way without the need for additional property acquisition.

The grant will be in the form of an 80% match with the City providing 20%. The maximum cost of the project will be \$1,250,000, therefore if the City received the maximum amount (80%), the State's share would be \$1,000,000 and the City's share would be \$250,000. The deadline for the grant application is March 19, 2021. We respectfully request the CIP Committee and the Board of Mayor and Aldermen grant approval for the Department of Public Works to apply for this funding.

A representative of the Public Works Department will be present at your next meeting to answer any questions that may arise. In the meantime, if you would like additional information, or if I can be of further assistance, please do not hesitate to call. Thank you for your consideration in this matter.

Very truly yours,

Kristen Clarke, PE, PTOE
Traffic Engineer



11.2

CITY OF MANCHESTER
TAP 4
CANAL STREET
COMPLETE STREETS

EXISTING SIDEWALK
TO HOOKSETT/SNHU

CANAL STREET
-ADD BIKE/MULTI-USE LANE
-IMPROVE ADA ACCESS
-ROAD DIET VEHICLE LANE REDUCTION

DOW STREET
RAIL ROAD CROSSING

MILL GIRL/
MILLYARD

EXIT 5

I-293

EXIT 6

CITY HALL

SNHU ARENA

FISHER CAT STADIUM

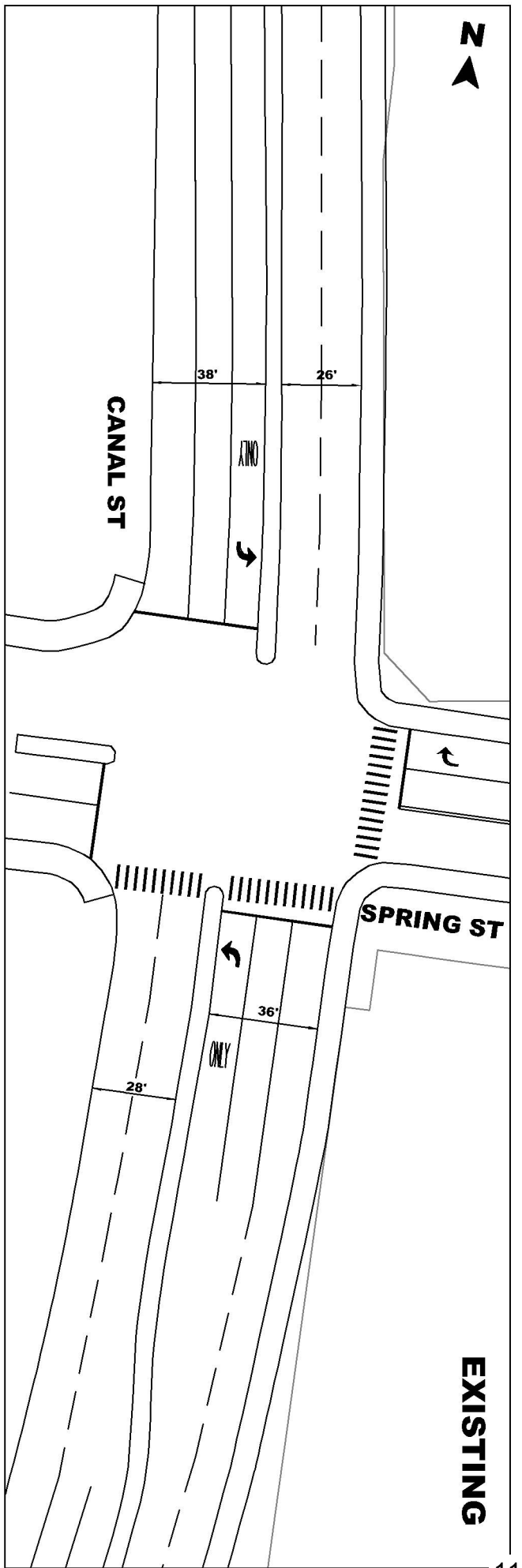
RIVERWALK

PISCATAQUOG
RAIL TRAIL

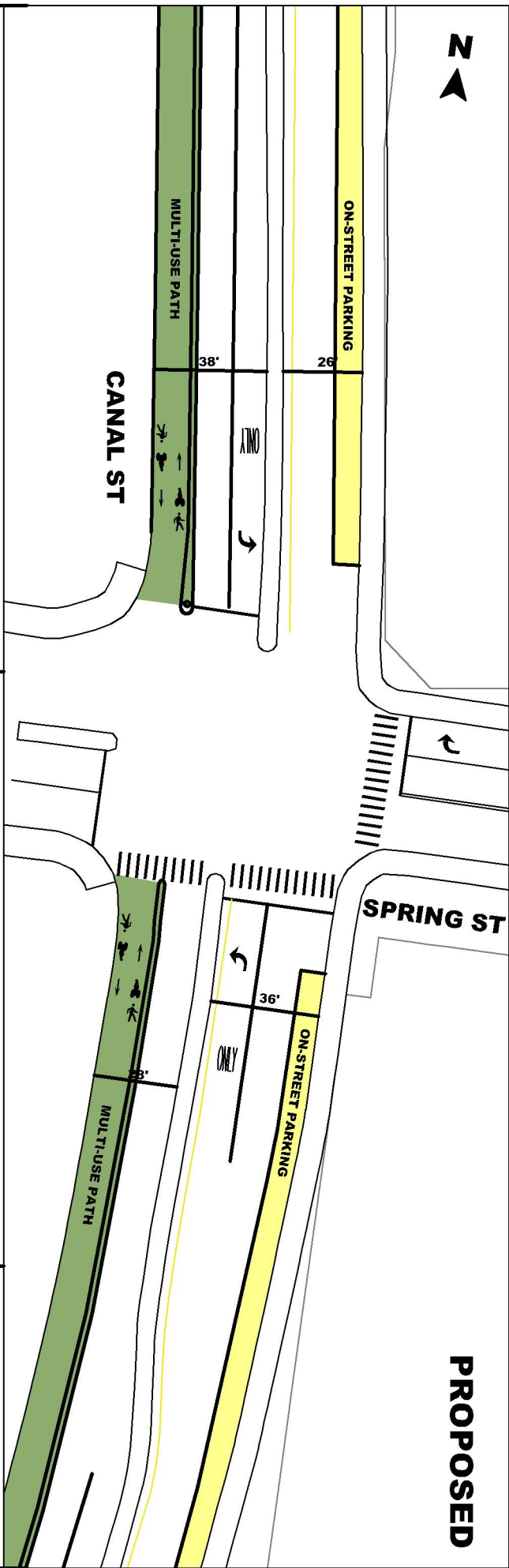
MANCHESTER
GOFFSTOWN

MANCHESTER
BEDFORD

SCALE: 1" = 1,500'



EXISTING



PROPOSED



CITY OF MANCHESTER
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION
475 VALLEY STREET
MANCHESTER, NEW HAMPSHIRE 03103

CANAL STREET CONCEPT PLAN TAP GRANT- ROUND 4

SCALE: 1"=50'

FEB 16, 2021



CITY OF MANCHESTER

Joyce Craig
Mayor

MEMORANDUM

To: Board of Mayor and Aldermen
From: Mayor Joyce Craig
Date: February 25, 2021
Re: Request to Apply for EDA's Public Works & Economic Adjustment Assistance programs

Dear Members of the Honorable Board,

For many months, my office, along with the Highway Department and the Planning and Community Development Department has been working with DEKA, ARMI, Southern New Hampshire Planning Commission, and the Regional Economic Development Center (REDC) to discuss ways to advance innovation and technology-based industrial development in Manchester.

One opportunity is ARMI's work in establishing a new manufacturing industry for tissue engineered medical products in Manchester, which, if successful, has the potential to create thousands of jobs in our community. To continue this work, ARMI is investing in infrastructure, and may be eligible to receive grant funding for their proposed Vertiport.

With the Vertiport, in a few years it will be possible to fly from Cambridge to Manchester in 15 minutes. Manchester's emerging Tissue industry provides the opportunity to launch this capability by transporting lifesaving cargoes of human tissue to hospitals in Dartmouth and Cambridge. As a result, we hope this may be the first commercial Vertiport in the United States.

In September 2020, discussions began on a possible submission for the Economic Development Administration (EDA)'s Public Works and Economic Adjustment Assistance (EAA) programs, in support of ARMI's Vertiport. However, program applications must be submitted by the municipality.

These programs provide economically distressed communities and regions with comprehensive and flexible resources to address a wide variety of economic needs. Projects funded by these programs will support work in Opportunity Zones and will support the mission of the City by, among other things, leading to the creation and retention of jobs and increased private investment, advancing innovation, enhancing the manufacturing capacities of regions, providing

workforce development opportunities, and growing ecosystems that attract foreign direct investment.

The EDA program requires an 80/20 match. DEKA has committed to sourcing the required 20% match from private industry, meaning that no financial commitment will be placed on the City, excluding staff time to assist with preparing the application.

The City will work with the REDC to complete and submit the application. The REDC will pull together a majority of the application, including compiling information, editing, and formatting text, writing sections, and assembling the application.

There are sections that the City will be required to write and/or supply to REDC, including engineering cost estimates, environmental narrative, and budget narratives, among other things.

Grants are accepted on a rolling basis, as long as funds are available, so timing is essential.

Given the opportunity this grant presents, I am respectfully asking the Board to authorize the Planning and Community Development Department to apply for the Economic Development Administration's Public Works and Economic Adjustment Assistance programs, in partnership with DEKA and ARMI.

This action will allow City staff to begin work on the application as soon as possible. Thank you for your consideration of this request.



To: Manchester Board of Mayor and Aldermen
From: Dean Kamen
Subject: Letter of Support for the EDA Vertiport Grant Application
Date: February 9, 2021

Mayor Craig and Aldermen,

It's an honor to share with you an opportunity that could have a meaningful impact on the economic trajectory of our city.

The Advanced Regenerative Manufacturing Institute is working to establish a new manufacturing industry for tissue engineered medical products in Manchester. If ARMI is successful in this endeavor, the companies based here will create thousands of high-skilled jobs; careers that are the envy of any thriving city.

Our success is not guaranteed and we face tremendous competition from emerging biotech clusters across the country. We are in a race against San Diego, Washington DC, New York, and San Francisco to establish Manchester as the leading destination for Tissue Engineering. In such a competition, we must align ourselves with the Cambridge biotech ecosystem to include Manchester as a hub for tissue manufacturing. This association will allow us to compete favorably with any city in the world.

The key to making this case is to present entrepreneurs and investors with a tightly integrated regional ecosystem. Many relationships have already been established, but we must also invest in infrastructure to make the linkages between Cambridge and Manchester more explicit.

This is where a Vertiport could add significant value: within a few years it will be possible to fly from Cambridge to Manchester in 15 minutes, in a new breed of electric aircraft. Manchester's emerging Tissue industry provides the perfect opportunity to launch this capability by transporting lifesaving cargoes of human organs to hospitals in Dartmouth and Cambridge. This use case attracted our partner BETA to work with us to establish what may be the first commercial vertiport in the United States.

The Economic Development Administration provides 80% matching grants for opportunity zone projects, and Manchester's Millyard qualifies for this program. EDA has expressed support for our project concept, and the 20% match required will be provided by private industry, meaning that no financial commitment will be placed on the city to apply for this grant.

340 Commercial Street
Manchester, NH USA 03101-1108
Tel 603-669-5139 Fax 603-624-0573

In this time of scarce resources, leveraging our private sector commitment to secure matching Federal funds is a responsible way to advance the economic future of our city. On that basis, we respectfully ask the board's approval to submit a grant application to the EDA. Thank you for your consideration in this matter.

Respectfully,

A handwritten signature in black ink, appearing to read "Dean Kamen". The signature is fluid and cursive, with a long horizontal stroke at the end.

Dean Kamen



CITY OF MANCHESTER

PLANNING AND COMMUNITY DEVELOPMENT

Planning and Land Use Management
Building Regulations
Community Improvement Program
Zoning Board of Adjustment

Leon L. LaFreniere, AICP
Director

Pamela H. Goucher, AICP
Deputy Director - Planning & Zoning

Michael J. Landry, PE, Esq.
Deputy Director - Building Regulations

Memorandum

To: Committee on Community Improvement

From: Leon LaFreniere, AICP

Director of Community Development

Date: December 31, 2020

The following project is requested to be extended until the date shown:

<u>Year</u>	<u>Fund Type</u>	<u>Project #</u>	<u>Project Name</u>	<u>Department</u>	<u>December 2020</u>	<u>Extension Date</u>
2019	FEDERAL	610919	Homeless Prevention/ Rapid Rehousing	The Way Home	\$1,700	6/30/2021

CIP BUDGET AUTHORIZATION

CIP#: 610919 Project Year: 2019 CIP Resolution: 6/12/2018
Title: Homeless Prevention/Rapid Rehousing Services Amending Resolution: 3/16/2021
Administering Department The Way Home Revision: #3

Project Description: Funding to support rapid rehousing housing relocation and stabilization activities and homeless prevention relocation and stabilization services including case management, homeless counseling, housing counseling and short-/medium- term rental assistance.

Federal Grants Federal Grant: Yes **Environmental** Review Required: Yes
Grant Executed: Completed: Pending

Critical Events

1. Project Initiation	7/17/2018
2. Project Completion	6/30/2021
3.	
4.	
5.	
	6/30/2021

Line Item Budget

	ESG	FEDERAL		TOTAL
Salaries and Wage	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$45,241.00	\$1,700.00	\$0.00	\$46,941.00
TOTAL	\$45,241.00	\$1,700.00	\$0.00	\$46,941.00

Revisions:

#1 - Increases Federal from \$0 to \$1,700 due to the transfer of funds from CIP #612310.and extends completion date to 12/31/2019.
#2 - Extend completion date to 6/30/2020
#3 - Extend the completion date to 6/30/2021

Comments



CITY OF MANCHESTER

PLANNING AND COMMUNITY DEVELOPMENT

Planning and Land Use Management
Building Regulations
Community Improvement Program
Zoning Board of Adjustment

Leon L. LaFreniere, AICP
Director

Pamela H. Goucher, AICP
Deputy Director - Planning & Zoning

Michael J. Landry, PE, Esq.
Deputy Director - Building Regulations

MEMORANDUM

To: Alderman Kevin J. Cavanaugh,
Chairman, CIP Committee

From: Leon L. LaFreniere, AICP
Director, Planning and Community Development

Date: February 22, 2021

Re: CIP #650701 Bond Building Renovation – Mortgage Subordination – 1015 Elm Street – Bond Building

Center Elm Street, LLC, the owners of 1015 Elm Street – Bond Building have contacted this office to request the subordination of a City lien totaling \$438,000 placed upon the aforementioned property. The lien was placed due to the use of City funds (\$288,000 CDBG & \$150,000 Air Park Proceeds) used to assist the owner with the renovation of the property.

The requested subordination will allow the owner to acquire a lower rate mortgage on the property thereby reducing operational costs and correspondingly, its economic viability. The owner represents that no cash is being taken out in the refinancing and that the City's security instrument will remain in the same position. As such, it would be consistent with the previous actions of the Committee to recommend this lien subordination.

Respectfully, I request that the Committee make a recommendation to accept or deny the subordination request to the full Board.



CRAIG, DEACHMAN & ASSOCIATES

ATTORNEYS AT LAW

February 17, 2021

HAND DELIVERED

Mr. Todd Fleming
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Re: Refinance of 1015 Elm Street

Dear Mr. Fleming:

This office represents the interests of Center Elm Street, LLC, the record owner of 1015 Elm Street, Manchester, New Hampshire.

As you know, Center Elm Street, LLC is in the process of refinancing the first mortgage encumbering 1015 Elm Street. The City of Manchester holds a second position mortgage in the original principal amount of \$438,000.00 which was recorded in May 2001 at the Hillsborough County Registry of Deeds Book 6429, Page 1833. The loan was sourced from CDBG funds.

The City of Manchester has historically been amenable to subordinating its position when the owner sought to refinance the first mortgage. Most recently, the City subordinated the CDBG loan in October 2012 to the loan of Centrix Bank & Trust. That subordination is recorded at Book 8488, Page 2530.

The Merrimack County Savings Bank proposes to be the lender for the new financing. The anticipated amount of the loan is \$956,000.00. Understandably, the bank is requiring a first position mortgage. As part of the new financing, the existing Centrix loan will be paid off. The result is that the City will maintain its second mortgage position assuming the subordination is approved.

February 17, 2021
Mr. Todd Fleming
Re: Refinance of 1015 Elm Street

Page Two

I understand that this request must be presented to the CIP Committee of the Board of Mayor and Aldermen for consideration. To assist the Committee in making its decision I offer the following.

1) Enclosed herewith is a copy of the first few pages of a recent appraisal of the property conducted by Crafts Appraisal Associates, Ltd. for Merrimack County Savings Bank. The appraisal values the property at \$1,950,000.00. Since the new first mortgage will be approximately \$956,000.00 there is plenty of equity remaining to secure the City's second position.

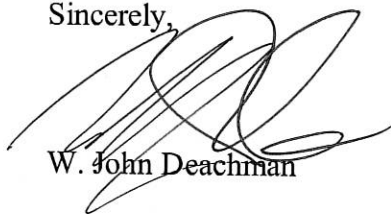
2) The new loan will be used to payoff the Eastern Bank mortgage of approximately \$953,536.00 and to cover some expenses relating to the refinance.

3) The owner contemplates no substantial changes to the management of the property. Currently 1015 Elm is managed by Metropolis Property Management, Inc.

4) In addition to the attached information related to the appraisal, I have attached a copy of the City's existing mortgage for Committee's convenience.

Please do not hesitate to contact me if you have questions regarding this request. Although I will be out of town for the hearing, my colleague, Attorney Marc van Zanten will attend in the event the Committee has questions.

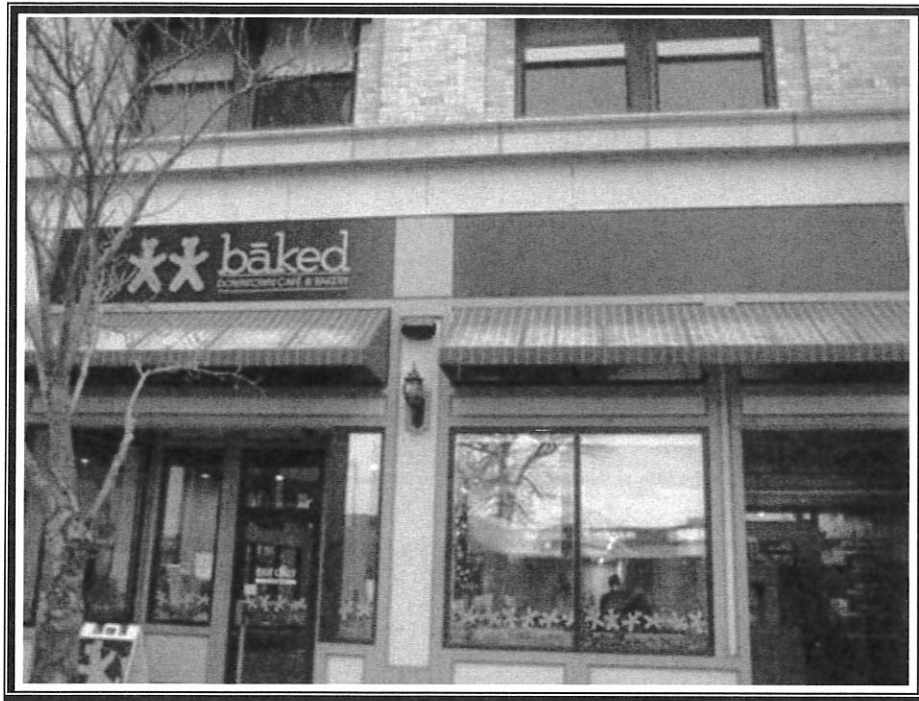
Sincerely,



W. John Deachman

WJD/bms
Cc: Center Elm Street, LLC

REAL ESTATE APPRAISAL REPORT



**1015 ELM STREET
MANCHESTER, NEW HAMPSHIRE**

OWNED BY:
CENTER ELM, LLC

CAA FILE No.
40.1581

PREPARED FOR:
BETH HURD
MERRIMACK COUNTY SAVINGS BANK

AS OF:
DECEMBER 11, 2019

Crafts Appraisal Associates, Ltd.

4 Bell Hill Road • Bedford, NH 03110 • 603 472-2444 • fax 603 472-9856
admin@craftsappraisal.com



December 19, 2019

Beth Hurd
Commercial Credit
Merrimack County Savings Bank
89 North Main Street
P.O Box 2826
Concord, New Hampshire 03302

Re: **REAL ESTATE APPRAISAL REPORT OF:**
 1015 ELM STREET
 MANCHESTER, NEW HAMPSHIRE
 OWNED BY:
 CENTER ELM STREET, LLC
 CAA PROJECT FILE NUMBER 40.1581

Dear Ms. Hurd,

I have inspected the above-captioned property in order to report my opinion of the Market Value of the leased fee interest as of December 11, 2019. The subject of this report consists of a 0.11± acre parcel located at the southeast corner of Concord and Elm Streets in Downtown Manchester. The site is generally level and at street grade. It is covered almost entirely by the building improvements. It is zoned Central Business District and it is serviced by all municipal utilities.

The site is improved with a 23,800± SF five story building that was constructed circa 1910. The building has a commercial bakery/café on the first floor with the second floor being professional office space and third, fourth, and fifth floors each containing three two-bedroom residential apartments. The building was fully renovated in 2001 and has been well maintained and it would be considered to be in average to good condition.

The purpose of this report is to assist the intended user, Ms. Beth Hurd and others involved in the loan decision process at Merrimack County Savings Bank, in evaluating the subject as collateral for a potential commercial loan.

This appraisal report was prepared for the exclusive use of Merrimack County Savings Bank. This report is not intended for any other use. Any use of this appraisal by any other person or entity, or any reliance or decisions based on this appraisal, are the sole risk of the third party. Crafts Appraisal Associates, Ltd., accepts no responsibility for damages suffered by any third party as a result of reliance on, decisions made, or actions taken based on this report.

The appraisal research and analysis are summarized in the following report. As such, it might not include full discussions of the data, reasoning, and analyses that were used in the appraisal process to develop the opinion of value. Supporting documentation concerning the data, reasoning, and analyses is retained in our files. The information contained in this report is specific to the needs of the client and for the intended use stated in this report.

I hereby certify that I have inspected the subject property, that I have considered all factors that were pertinent to the value estimate, and that I have not knowingly or intentionally omitted any important data. I further certify that I have no present or contemplated future interest in the property, and that my professional fee is not dependent upon the value estimate.

On the basis of my inspection, investigation, study, and analysis, I am of the opinion that the subject's value is:

MARKET VALUE OF THE LEASED FEE INTEREST AS OF DECEMBER 11, 2019 \$1,950,000.

Respectfully submitted,

A handwritten signature in cursive script that reads "Donald E. Watson".

Donald E. Watson
Certified General Appraiser
No. NHCG-191

Crafts Appraisal Associates, Ltd.

#B53
Kuey v. Tully
14.34
16.34

1039029

2001 MAY 31 AM 11:54

MORTGAGE

Center Elm Street, L.L.C. with an address of 730 Pine Street, Manchester, County of Hillsborough, New Hampshire for consideration paid, grants to the City of Manchester, New Hampshire a body corporate and politic, with an address of One City Hall Plaza Manchester, County of Hillsborough, New Hampshire WITH MORTGAGE COVENANTS to secure the payment of four hundred thirty-eight thousand dollars (\$438,000.00) the principal being payable monthly and also to perform all the agreements and conditions as provided in the term promissory note from Center Elm Street L.L.C. to the City of Manchester of even date a certain parcel of land and the buildings thereon located at 1015 - 1023 Elm Street, Manchester, New Hampshire together with all fixtures and improvements thereon, whether now affixed or to be affixed, located in Manchester, Hillsborough County, New Hampshire more particularly described as follows:

Westerly on Elm Street, there measuring fifty (50) feet; northerly on Concord Street, there measuring one hundred (100) feet; easterly on Elm back street, there measuring fifty (50) feet; southerly on lot numbered 87, there measuring one hundred (100) feet. Said premises being known as Lots 85 and 86, Amoskeag Company, October 24, 1938, and on file in the Registry of Deeds for said County of Hillsborough in Book 199, Page 2.

This Mortgage is Upon the STATUTORY CONDITIONS for any breach of which the Mortgagee shall have the STATUTORY POWER OF SALE.

This Mortgage may not be assumed without the express written recorded consent of the Mortgagee any violation may be considered a breach of the terms hereof.

In the event of foreclosure, the proceeds of the sale may be charged with the expenses of foreclosure, including reasonable attorney's fees.

The property subject to his Mortgage is not homestead property.

BK 6429 PG 1833

Dated this 30 th day of May, 2001.

William J. J. J. J.
Witness

Center Elm Street, L.L.C.

By: Dick Anagnost
Dick Anagnost
Manager, duly authorized

Dated this 30 th day of May, 2001.

William J. J. J. J.
Witness

Center Elm Street, L.L.C.

By: Edward Baroody
Edward Baroody
Manager, duly authorized

STATE OF NEW HAMPSHIRE
COUNTY OF HILLSBOROUGH, SS.

Before me, the undersigned officer, personally appeared Dick Anagnost, Manager of Center Elm Street, L.L.C. who made oath that he executed the foregoing mortgage for purposes expressed therein as his own free act and deed and as the free act and deed of Center Elm Street, L.L.C..

5/30/2001
Date

Thomas E. Arnold, Jr.
Justice of the Peace
My commission expires September 15, 2004

BK 6429 PG 1834

STATE OF NEW HAMPSHIRE
COUNTY OF HILLSBOROUGH, SS.

Before me, the undersigned officer, personally appeared Edward Baroody, Manager of Center Elm Street, L.L.C. who made oath that he executed the foregoing mortgage for purposes expressed therein as his own free act and deed and as the free act and deed of Center Elm Street, L.L.C..

5/30/2001
Date

Thomas E. Arnold, Jr.
Justice of the Peace
My commission expires September 15, 2004

SUBORDINATION

For value received, **City of Manchester** a body corporate and politic, with an address of One City Hall Plaza, Manchester, County of Hillsborough and State of New Hampshire ("City"), holder of the following security interests from **Center Elm Street, LLC**, a New Hampshire Limited Liability Company with offices at 1662 Elm Street, Manchester, County of Hillsborough and State of New Hampshire ("Center Elm"):

1. Mortgage (the "Mortgage") in the original principal amount of Four Hundred Thirty-Eight Thousand and 00/100 (\$438,000.00) Dollars, dated May 30, 2001 and recorded in the Hillsborough County Registry of Deeds at Book 6429, Page 1833; and
2. Assignment of Leases and Rents (the "ALR") dated May 20, 2001 and recorded in the Hillsborough County Registry of Deeds at Book 6429, Page 1835, hereby subordinates the Mortgage and ALR to the lien of:

Mortgage and Security Agreement and a Collateral Assignment of Leases and Rents from **Center Elm street, LLC** to **Merrimack County Savings Bank** dated on or about the date hereof and recorded, or to be recorded in the Hillsborough County Registry of Deeds, and any and all other collateral documents related to the loan secured thereby.

In all other respects, said Mortgage and ALR shall remain unchanged

Executed this _____ day of _____, 2020.

City of Manchester
